e-Filing System

USER MANUAL

(FOR COURT USERS)

Sistem Komputer Bersepadu Mahkamah

(e-Kehakiman)

Release No.: 1.0

Prepared by

FORMIS Network Service Sdn Bhd

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This is **Release 1.0** of the document **Sistem Komputer Bersepadu Mahkamah (E-Kehakiman) User Manual** for **PKPMP** printed on **11 April 2011**.

Authorised By:	
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AMENDMENTS IN THIS RELEASE:

(Including problems cleared and changes applied)

Section	Heading	Reason for Change

REVISION HISTORY

Previous Release No.	Section	Heading	Current Release No.	Date of Release

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1.0 HOW TO ACCESS TO THE E-FILING SYSTEM

To access to e-Filing system, double click on the Mozilla Firefox (version 3.6) web browser **(Figure 1.1).** e-Filing version 1 is currently support on Mozilla Firefox and Google Chrome web broweser.

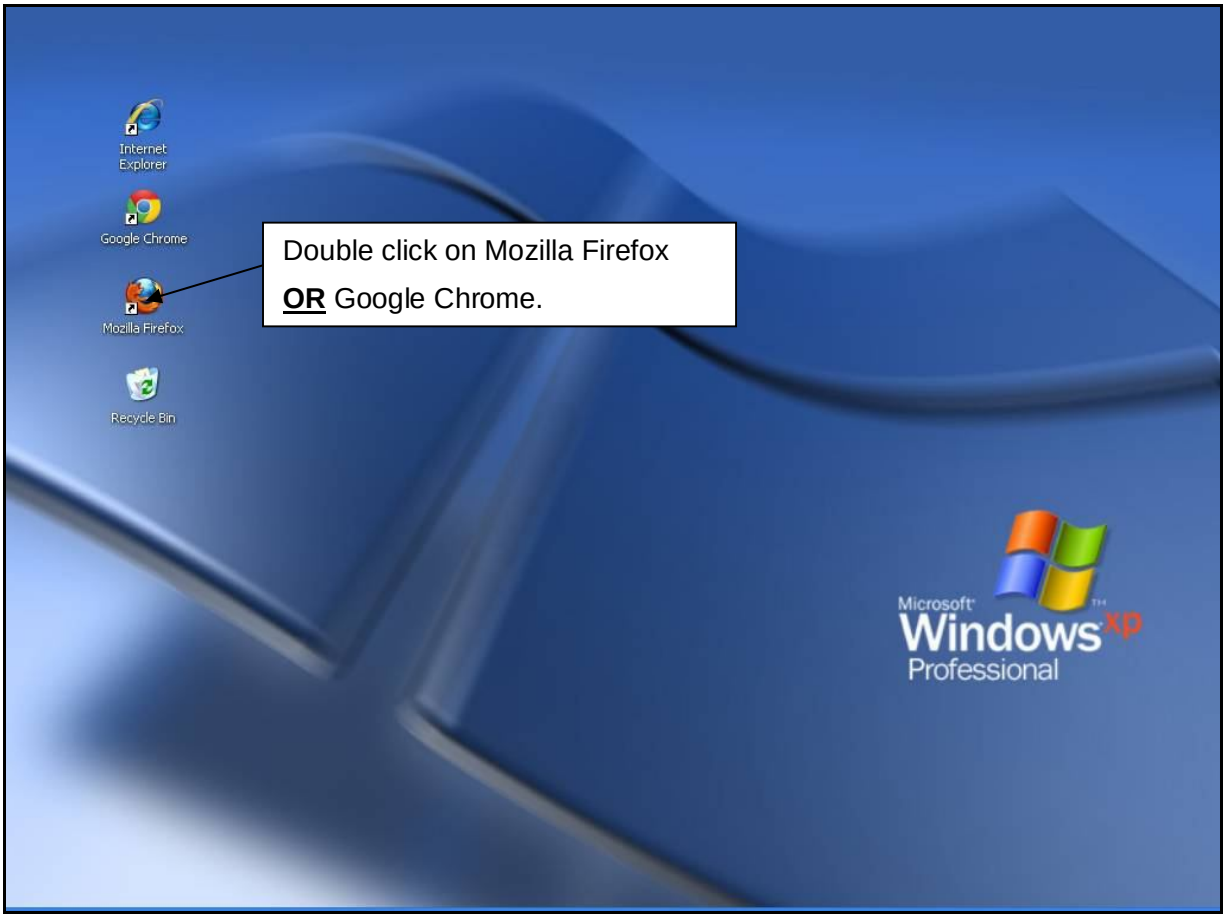


Figure 1.1

- In the browser's address bar, please type in the following address http://efiling.kehakiman.gov.my/eFiling/ **(Figure 1.2).**

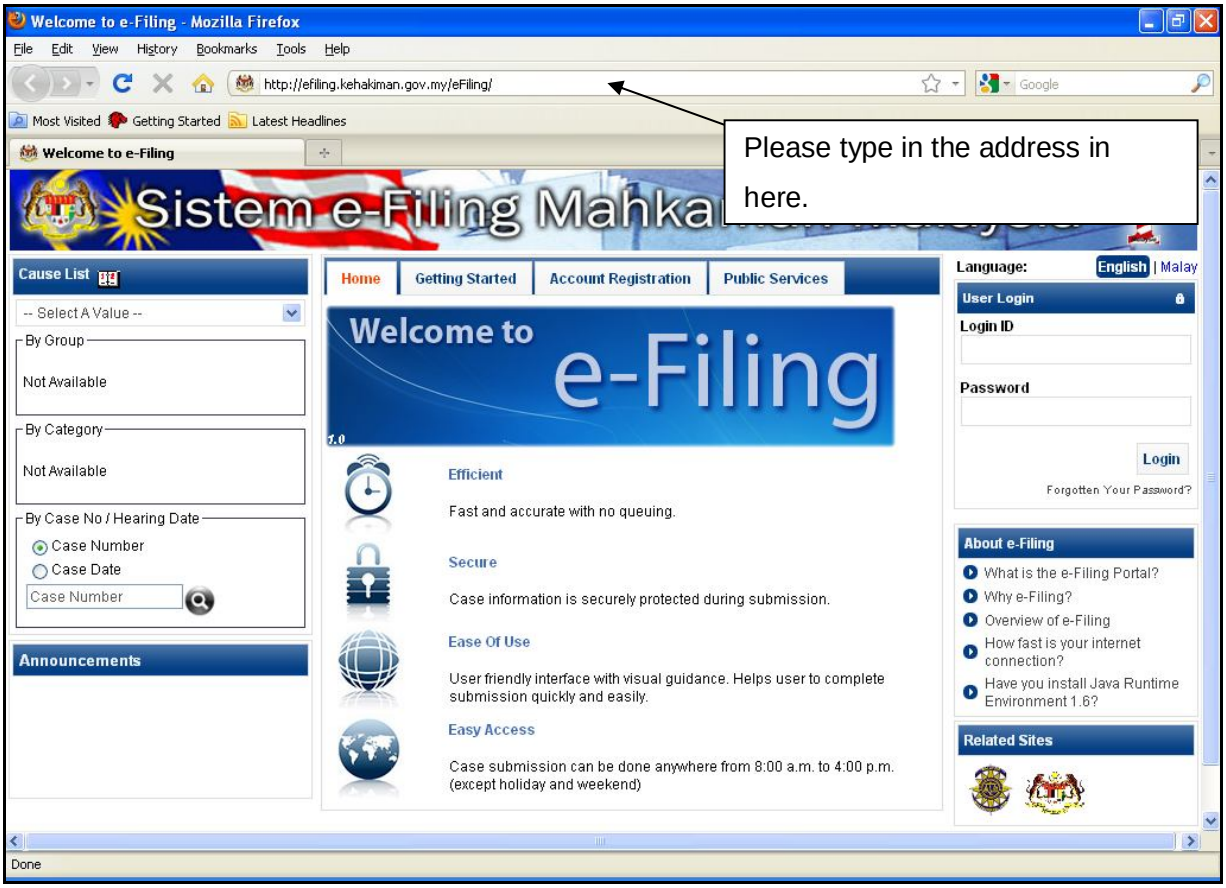


Figure 1.2

NOTE:
e-Filing portal is accessible from both LAN (Local Area Network) and public internet via http://efiling.kehakiman.gov.my

2.0 HOW TO SCAN AND UPLOAD SCANNED DOCUMENT (FILING VIA SERVICE BUREAU)

2.1 Login to Scanning Station

- Click on the scanning client short-cut icon on the Windows desktop and a pop-up screen 'e-Filing Document Scanning Service Login Screen' will be displayed **(Figure 2.1)**.

- Fill in the following fields with:
  Login ID
  Password
- Click on Login to proceed.

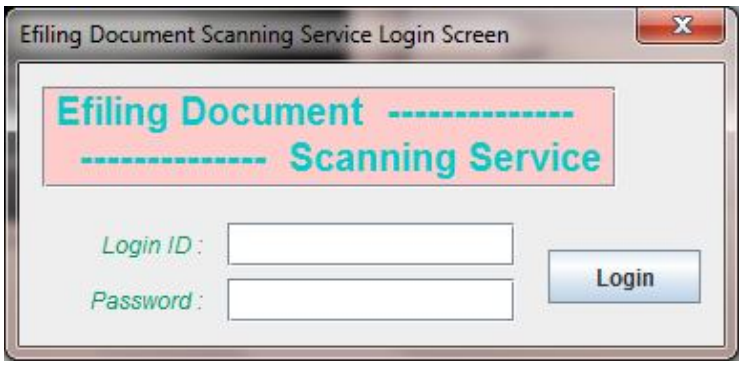


Figure 2.1

NOTE:
Please request a **User Name** and **Password** from *Division Administrator* you do not know your login information

- Upon successful login, e-Filing Scanning Service Client will be shown. **(Figure 2.2)**

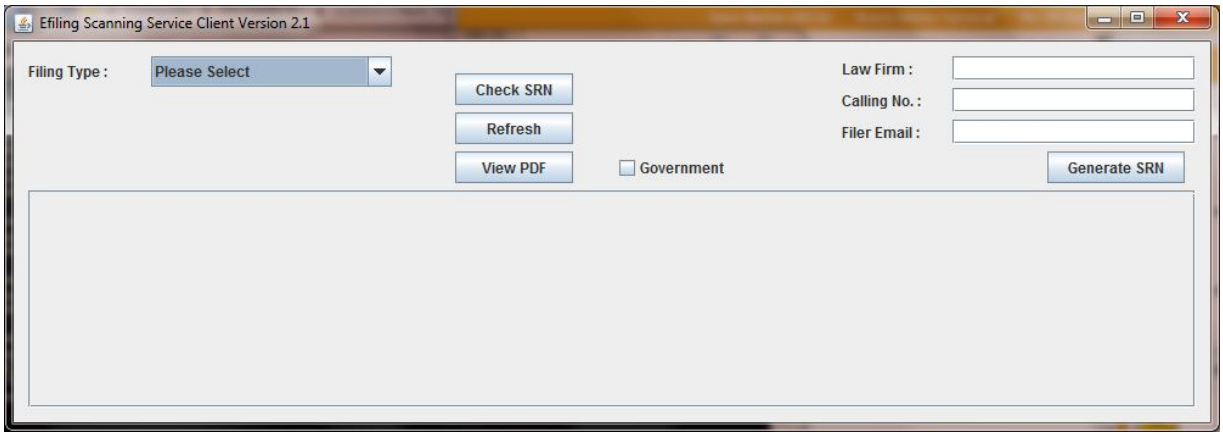
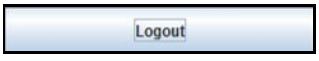


Figure 2.2

- Click 

button to log out from the scanning station. **(Figure 2.3)**

Figure 2.3

2.2 How to Scan a Document into System

- Select the all the fields that have been listed:

(i) ***Filing Type***
New Case – for the case that has not register in e-Filing System
Existing Case – for the case that has been register in e-Filing System

(ii) ***Court Location***

(iii) ***Court***

(iv) ***Type of Action***

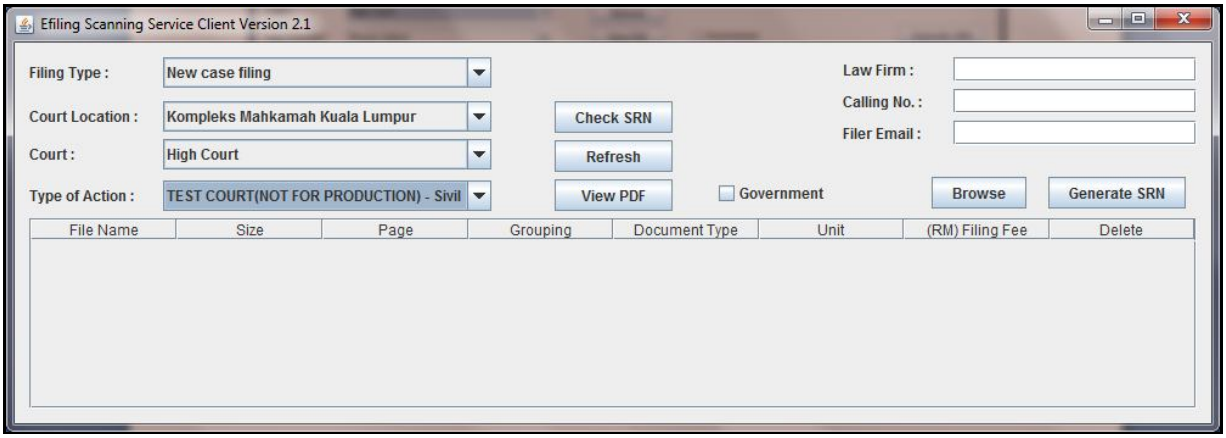


Figure 2.4

- Fill in all the required fields: **(Figure 2.5)**

(i) ***Law Firm -*** Law Firm name

(ii) ***Calling No -*** *Queue Number*

(iii) ***Filer Email -*** Email from Law Firm

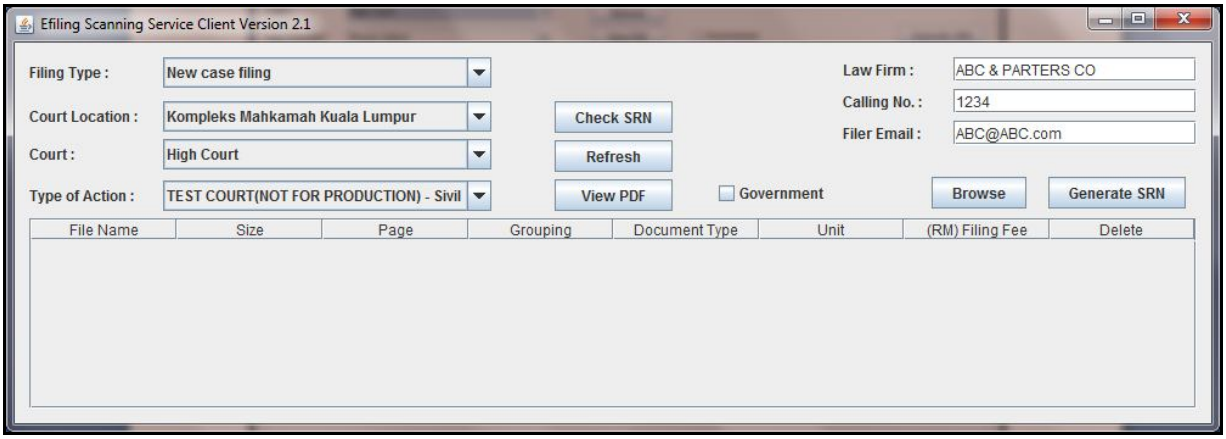


Figure 2.5

NOTE:

Correct email address is needed when filing is done via service bureau. Invalid email will lead to sending filing notification to irrelevant party.

- Scanned document (PDF document) will automatically populated in the table listing once the PDF file generated after the scanning process. If court user would like to add PDF document from a storage media such as CD/DVD or pendrive, user need to click on Browse button to browse and add the document **(Figure 2.6).**

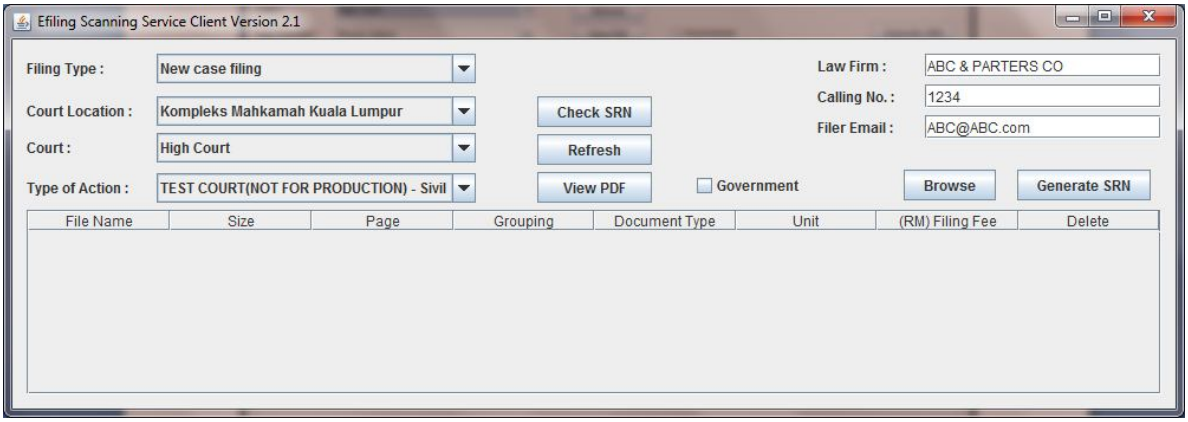


Figure 2.6

For example,

Select the Document(s) from **C:\ScannedDoc\Capture3*efsxxxxxxxxx*.pdf** and click Open. **(Figure 2.7)**

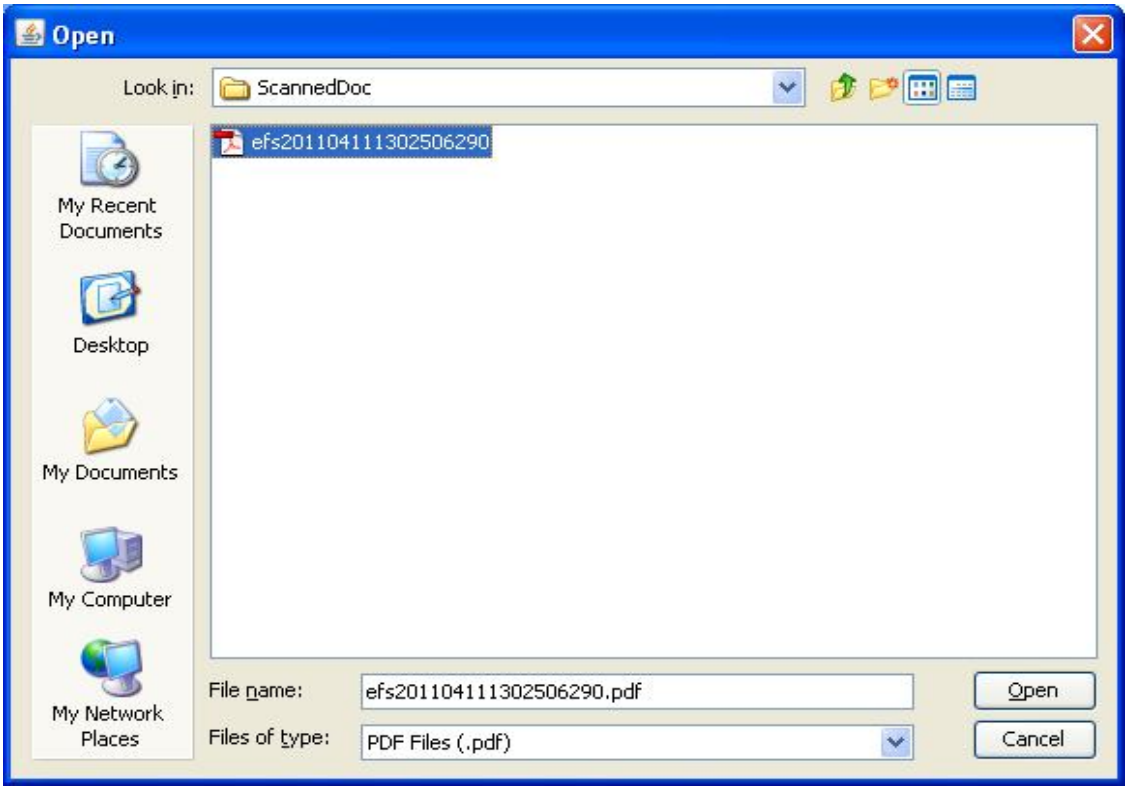


Figure 2.7

- Once user has successfully added. Select the *"Grouping"* and the *"Document Type"* (Figure 2.8)

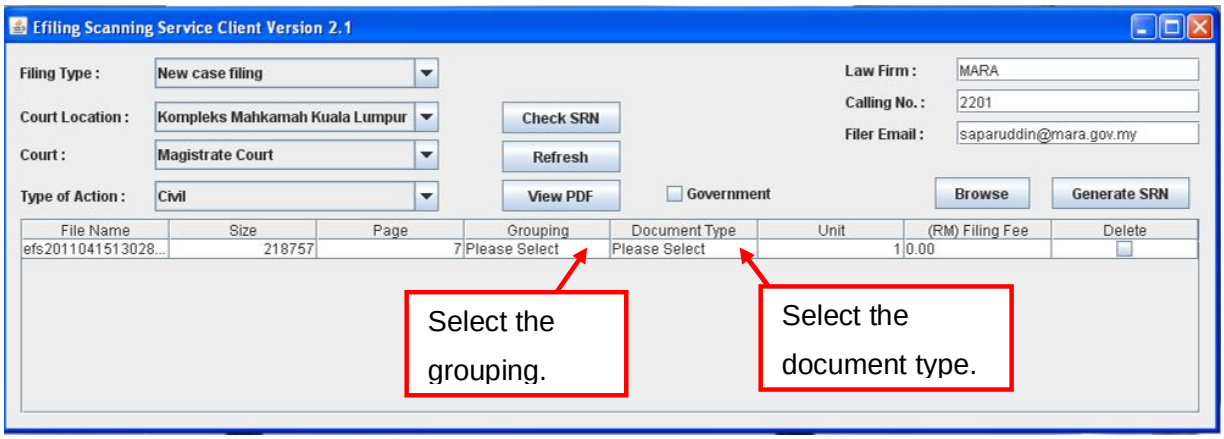


Figure 2.8

- Check the "***Delete***" check box in order to remove the selected file

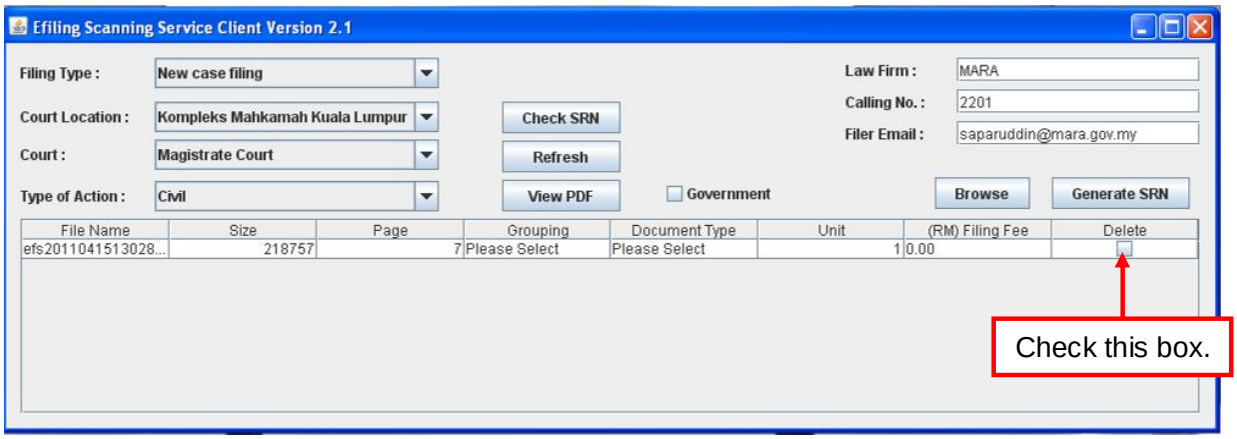


Figure 2.9

- *Select OK to confirm Cancel delete or to return to the e-Filing Scanning Service (**Figure 2.10)**

Figure 2.10

- After insert the '***Grouping***' and '***Document Type***', click to Generate SRN generate SRN Slip. (**Figure 2.11).**

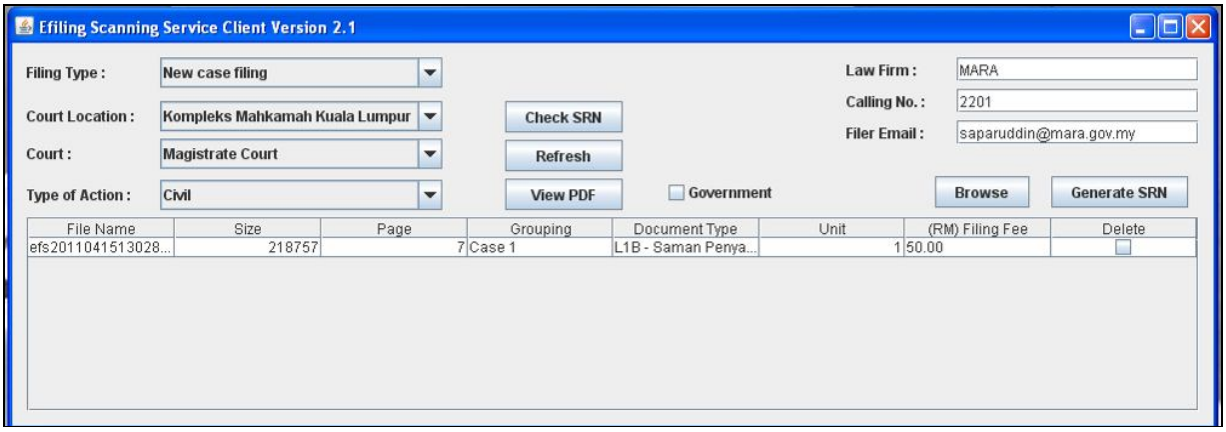


Figure 2.11

Upon clicking "***Generate SRN***", the following page will appear (via a user's default web browser).

NOTE:

Please install Mozilla Firefox 3.6 web browser

- Click Start Upload to start upload the scanned document(s) to the e-Filing server. **(Figure 2.12)**

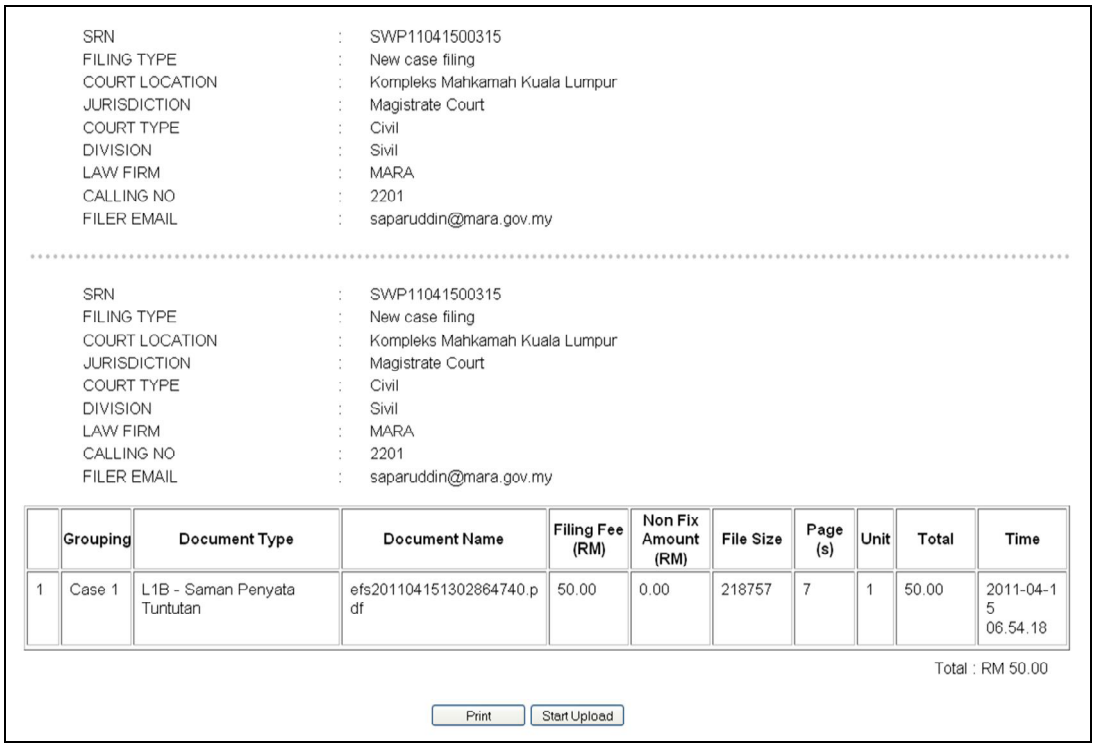


Figure 2.12

- The flowing screen will appear upon click on the "***Upload***" button. **(Figure 2.13)**

When the file is successfully uploaded, the status of the document will show "*Completed*".

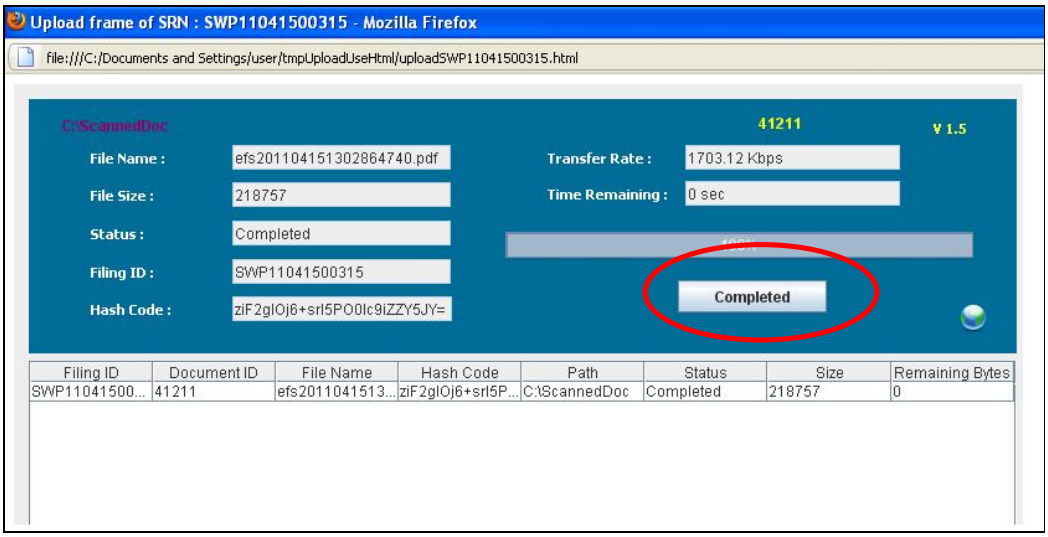


Figure 2.13

- After the document is completely uploaded, back to the main page **(refer to Figure 2.12)** and press on Print to print the SRN Slip.
  Printing preference will be shown as per below, select the desired printer and press OK to begin print **(Figure 2.13)**

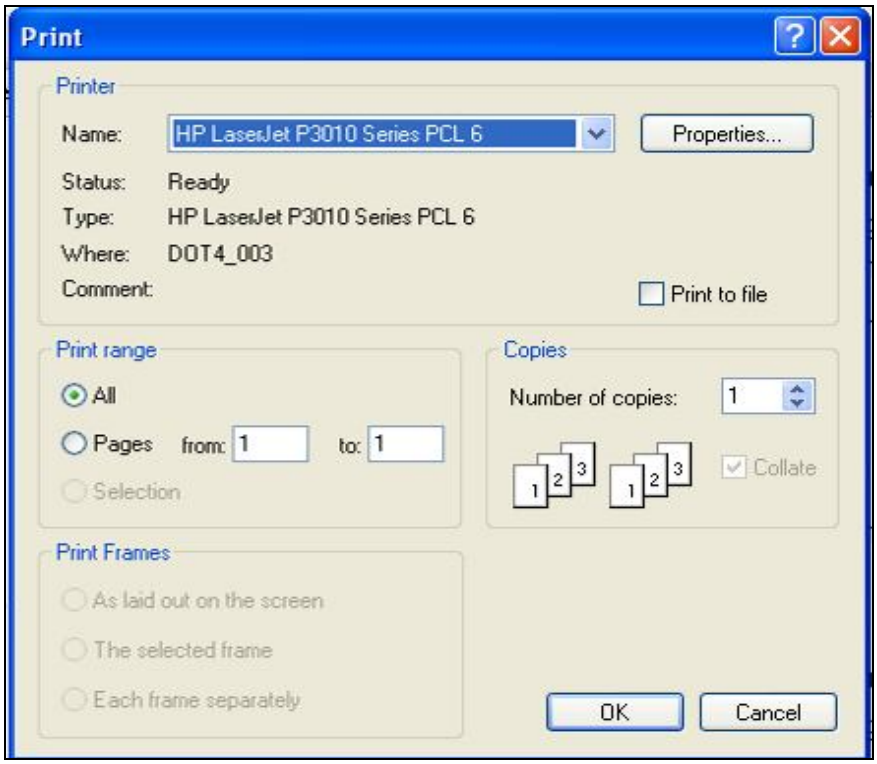


Figure 2.13

3.0 HOW TO DO DATA ENTRY FOR A NEW CASE (FILING VIA SERVICE BUREAU)

3.1 Login to e-Filing System with data entry role

- Select '***Filing***' > '***Scan Filing***'. The following screen will appear **(Figure 3.1)**

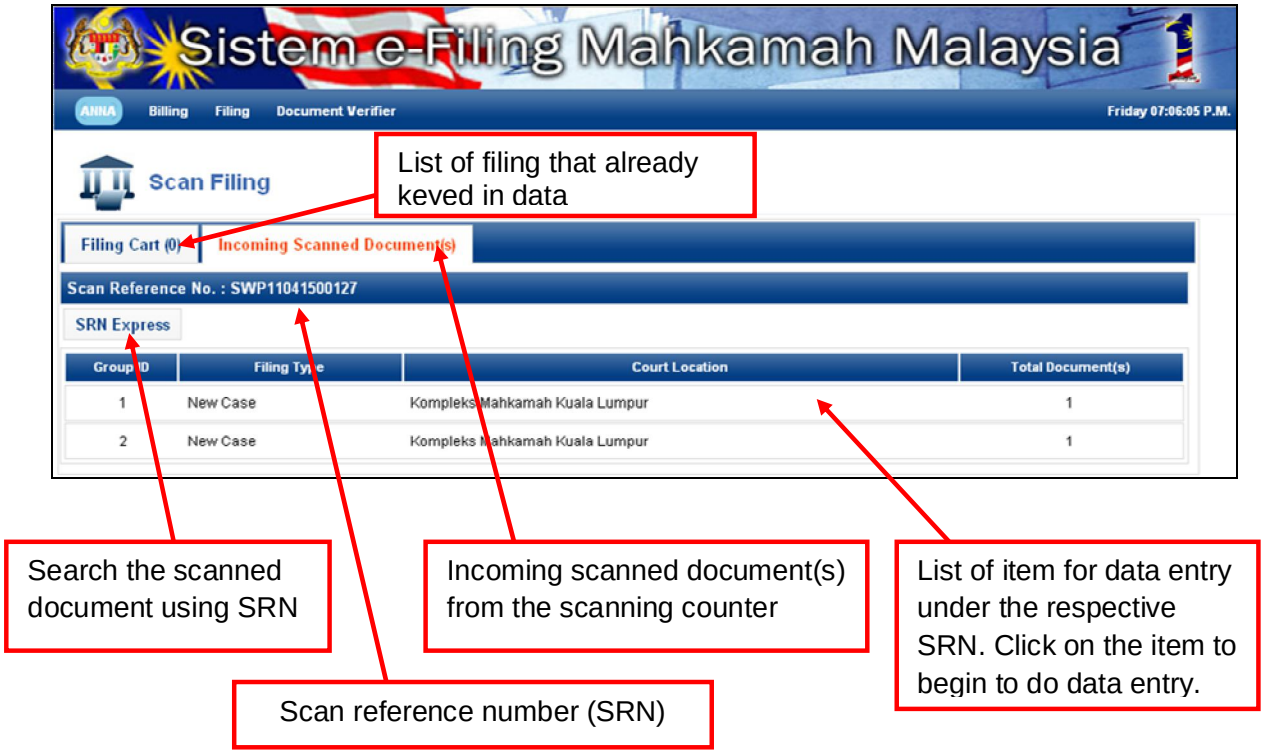


Figure 3.1

NOTE:

System will automatically retrieve and assign the SRN records from the database to the user upon loading of this page

- Click on the link in the "***Document Name***" column in order to view the content of the PDF file. A pop-up screen will be appear in order to allow user to read the content (Figure 3.2)

Figure 3.2

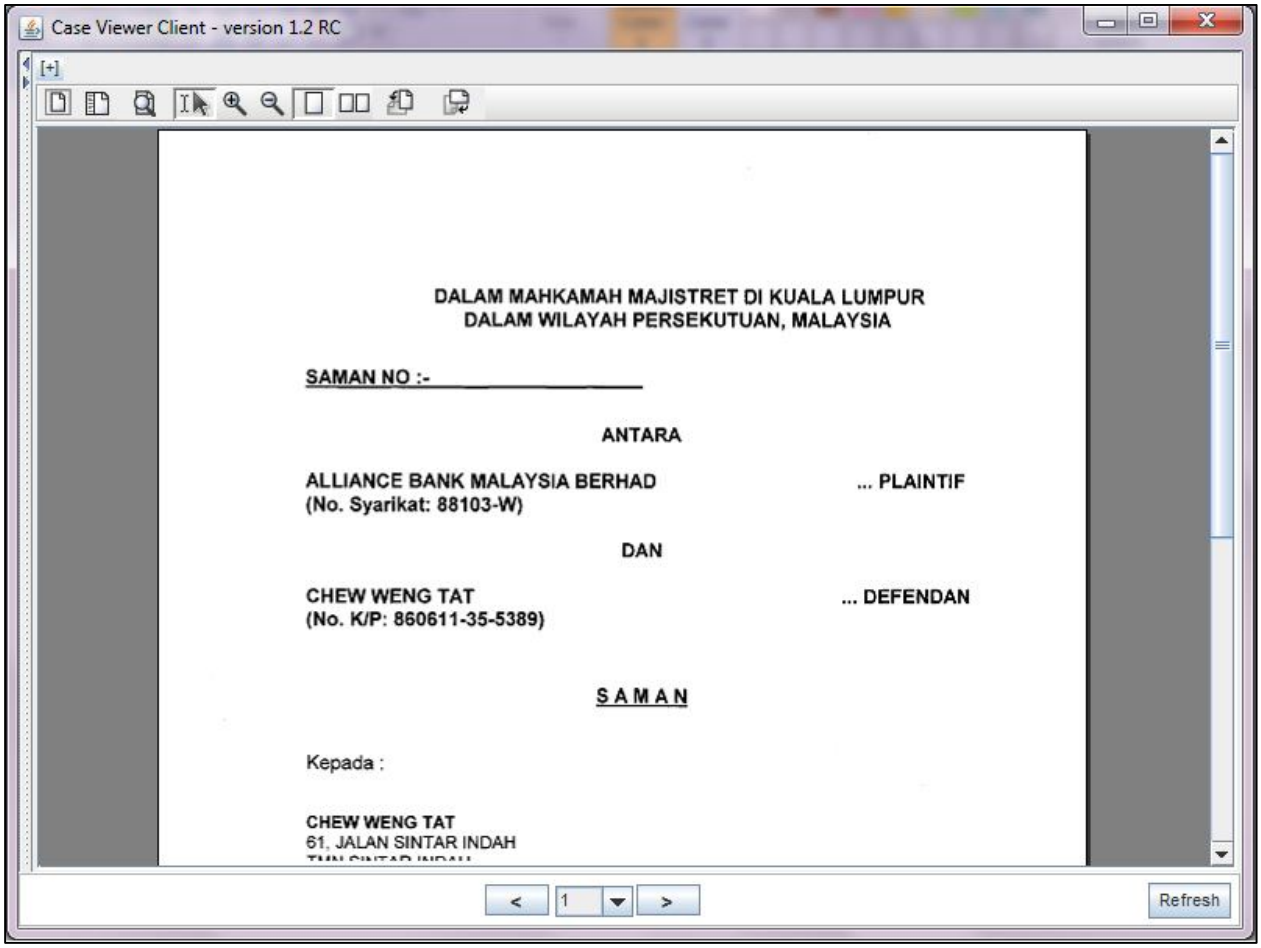


Figure 3.3

#	Description
1	Copy the selected text into system clipboard
2	Click to open the saved notes for this document
3	Activate text search panel
4	Text selection cursor
5	Magnifier
6	Single or double page viewing
7	Turn the page to counter clock wise or clock wise

3.2 Data Entry

- Select "***Case Code***" based on the Document **(Figure 3.4 - 1)**
- Select the **"*Currency*" (Figure 3.4 - 2)**
- Enter the "***Amount of Claim***" (if any) **(Figure 3.4 - 3)**

Figure 3.4

- Click to proceed

- Click Add Party to add Parties **(Figure 3.5 - 1)**

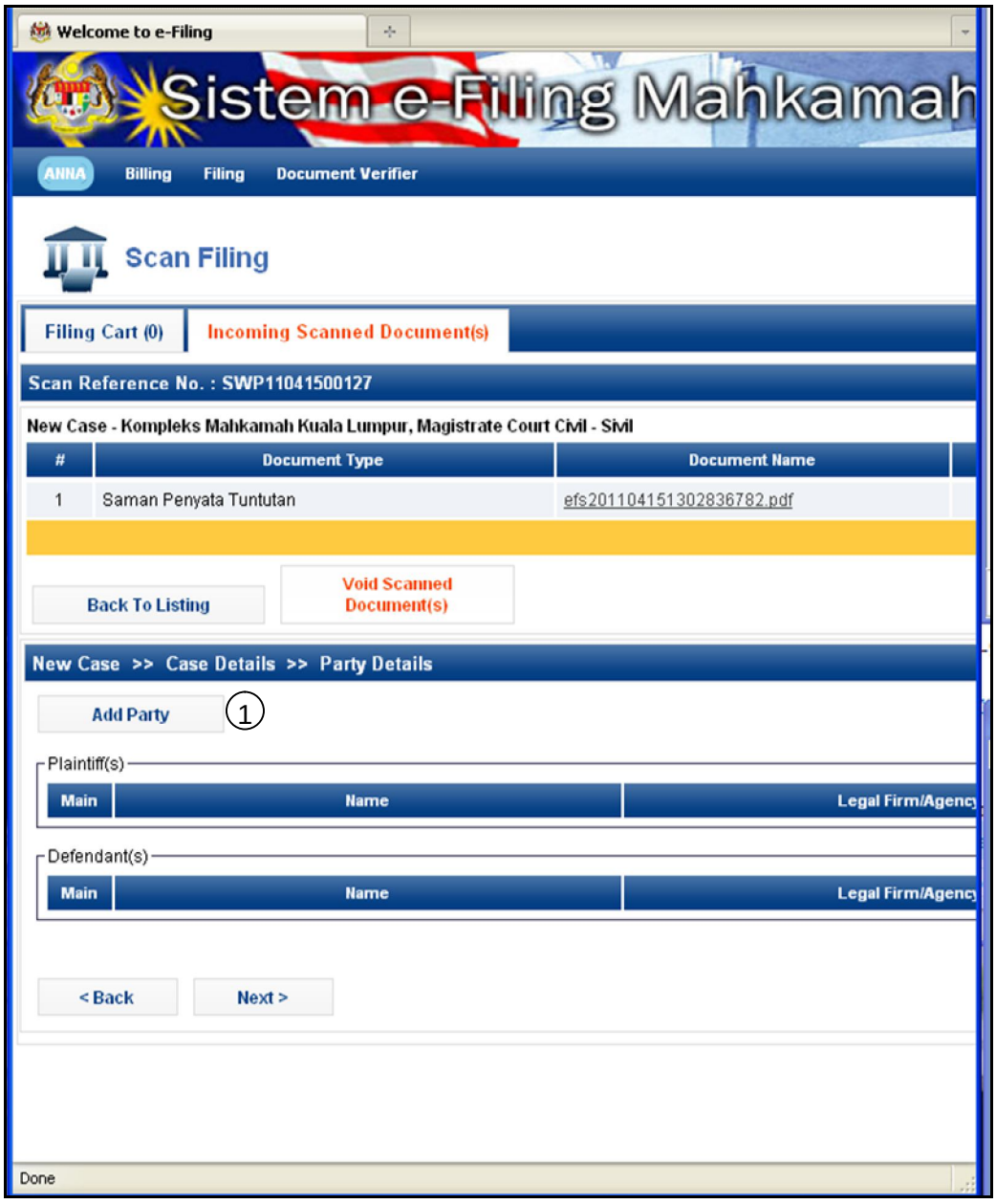


Figure 3.5

- Upon clicking "***Add Party***", the following screen will appear.
  Select the appropriate ***Party*** and ***Identity*** type for this case's party.

Figure 3.6

- Next, fill in the relevant information depend on the identity type you have selected. Example, for identity type equal to '**Identity Card**', you need to key in the information for:
  Name
  Identity No
  Nationality
  Age

NOTE:
The field requested to key in depends on the ***Identity*** selected.

- Key in any characters in the text box (item 1 in Figure 3.7) to lookup for the correct firm name from the system. Click Search to begin search for the law firm. Select the correct law firm name from the list and click Add (Figure 3.7 -1)**.** The selected Law firm will be in the Counsel Name list. Finally, click on Add (Figure 3.7 - 2) to add the party for this new case.

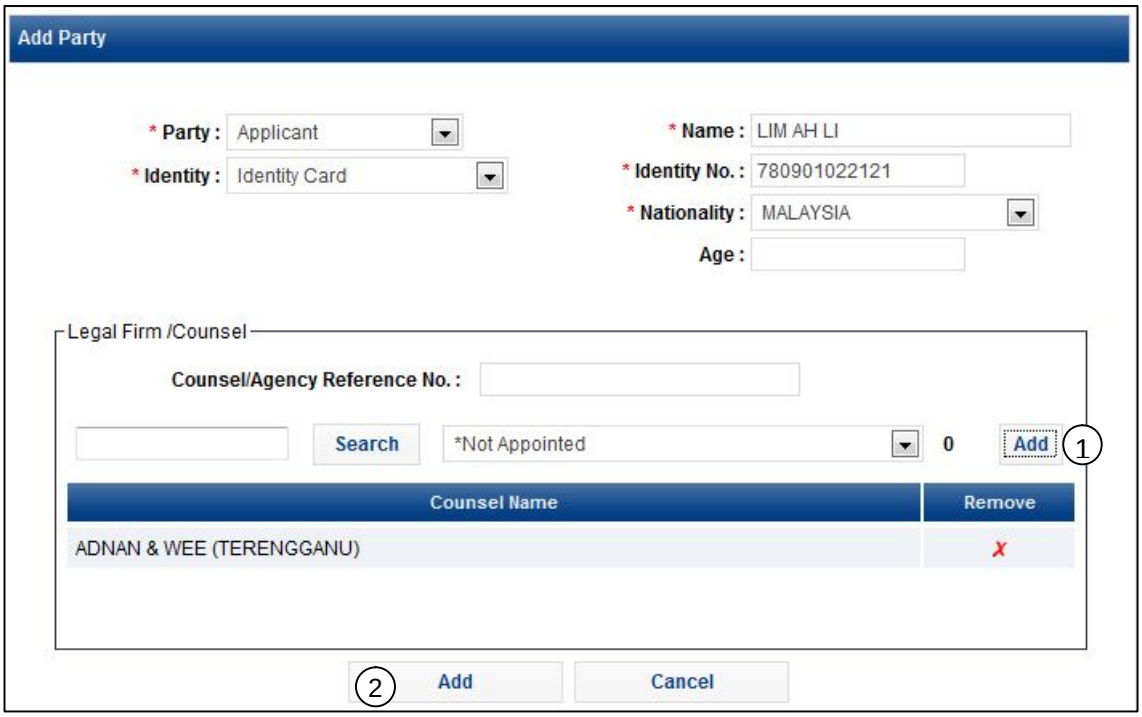


Figure 3.7

- Repeat the steps above for second party or additional parties.
  When user finished adding the parties, user will need to click on the small check box beside the name of the party to indicate which party name is main party in this case (refer Figure 3.8 -1). Click Next > to continue to next step (Figure 3.8 - 2)

Figure 3.8

- Double check the Details **(Figure 3.9)**

  Click < Back to edit (if needed)

  Click Save To Filing Cart to save the case into filing cart and ready for upload

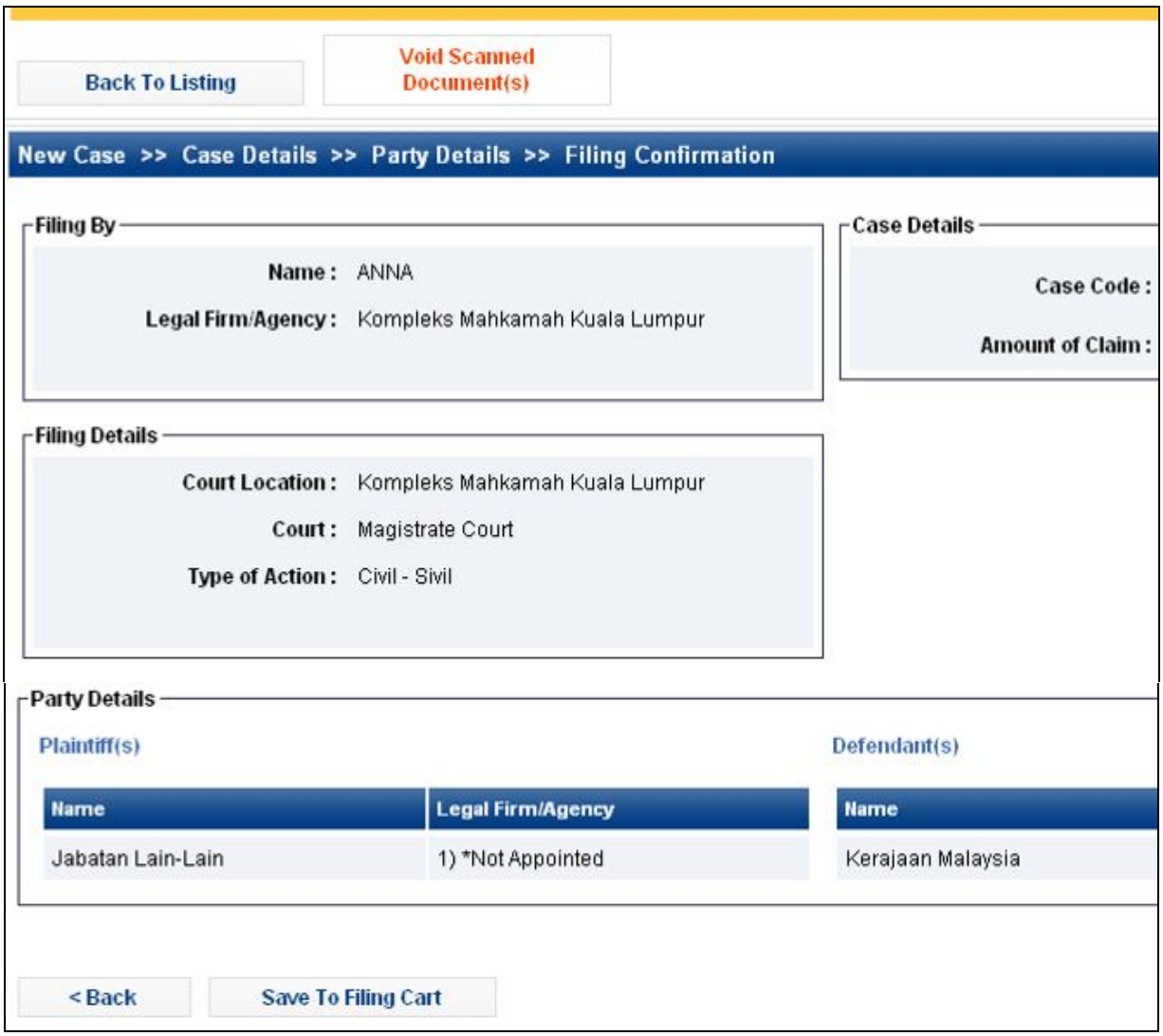


Figure 3.9

- Upon clicking "***Save to Filing Cart***", the following screen will appear.
  The filer's email address will be automatically retrieved from database if scanning clerk have keyed in the email address. However, if the email address was not available then the clerk will need to key in by him/herself.

Figure 3.10

NOTE:
The email address can be found from the scanning request slip that the lawyer/despatch boy provided

System will display successful message upon confirmation of saving the data into system and case number automatically generated (refer Figure 3.11)

Figure 3.11

All the data entries that has been done by the clerk will be shown in "***Filing Cart***" tab **(Figure 3.12)**

Figure 3.12

- Click on any of the listed item (SRN) to confirm for submission **(Figure 3.13)**
- Click on Submit to submit the filing.
- Click on Delete to delete the filing under this SRN
- Click on < Back to back to Filing Cart listing

Figure 3.13

- Upon successful submission of filing, the following message will be displayed **(Figure 3.14)**

Figure 3.14

NOTE (1) :

Every SRN that has successfully keyed in will assign with a unique filing ID in the format of 'FILXXXXXXXXXX'

NOTE (2) :

SRN generated from the other state will be available for data entry at the targeted court. Example, Pulau Pinang's lower court scans the case document to submit for Kuala Lumpur's lower court. Kuala Lumpur's lower court will need to retrieve the SRN from the system to perform the data entry.

Current practice: Upon scanning of documents from court A to court B, court A will need to call up court B and request for data entry base on the SRN given by court A. Court B will retrieve the SRN from the system and start data entry and assign case number.

4.0 HOW TO PRINT PAYMENT NOTICE

4.1 Login to the e-Filing System with user that granted with payment notice screen

Main Screen of Payment Notice **(Figure 4.1)**

In normal circumstances, system will list all the SRN that are ready for payment notice printing. User able to filter the listing of SRN by court type (refer Figure 4.1 – 1) or by retrieving a specific SRN from the system (refer Figure 4.1 – 2).

Filtering by SRN

- Click "***Advanced Search***"
- Key in ***Scan Reference No***
- Click Search to start search for the SRN

Figure 4.1

- Click on any of the item in the listing and the following screen will be shown (Figure 4.2)
- Click on Back to SRN Listing to back to the SRN Listing Page
- Click on Print Payable Payment Notice to print the Payment Notice

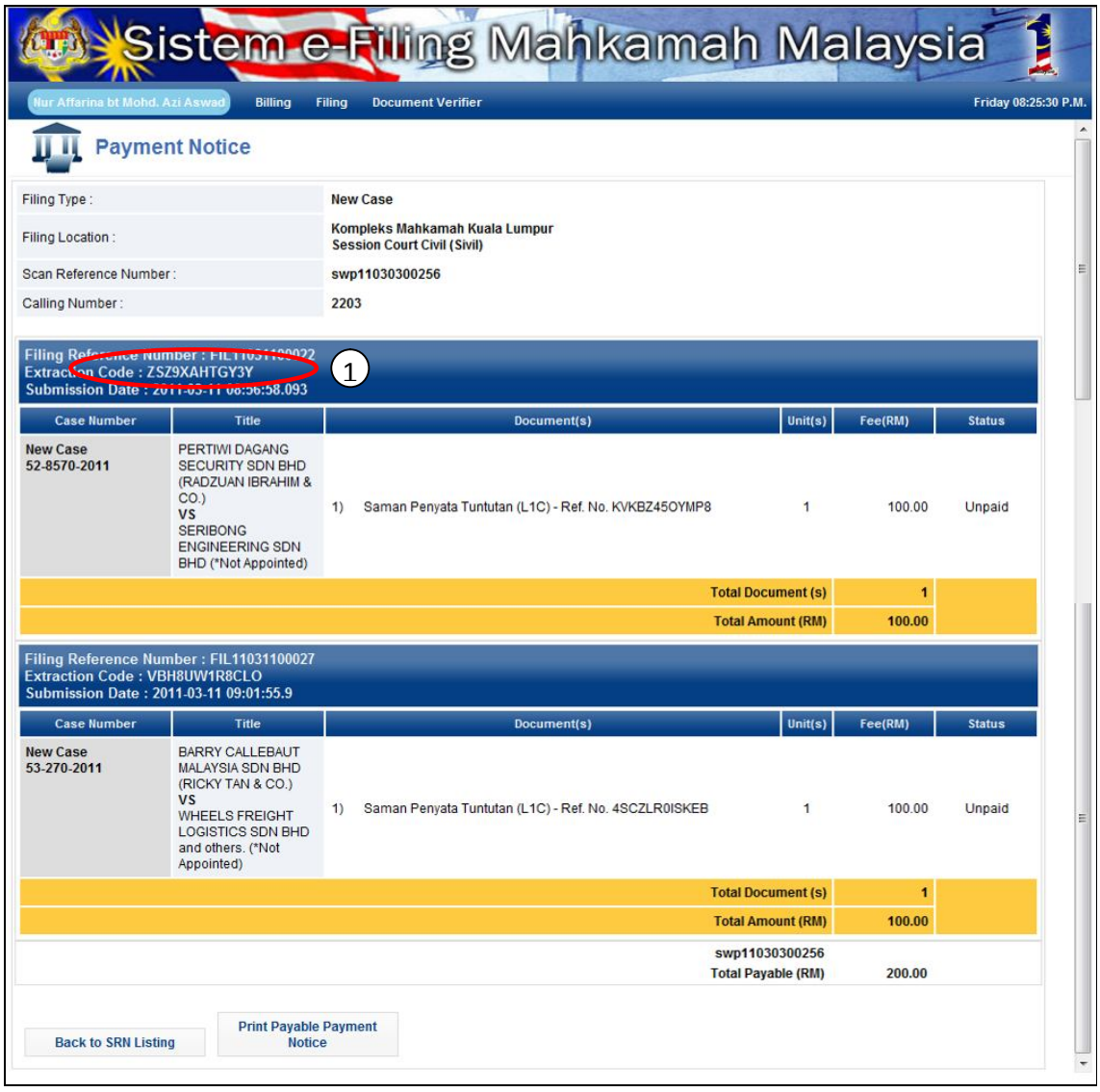


Figure 4.2

NOTE :
Normally, the clerk will generate two (2) copies of payment notice slip to lawyer/despatch boy and request them to make payment at the payment counter. The payment counter will produce the printed receipt on the payment slip

NOTE :
Court staff need to inform the lawyers/despatch boys that they can check their filing status online via e-Filing portal at http://efiling.kehakiman.gov.my under 'Public Service' section by using the 'Extraction Code' stated in the payment notice slip

Alternatively, lawyer also can wait for e-mail notification from e-Filing to get notification pertaining their filing status

5.0 HOW TO UPDATE PAYMENT TIMESTAMP (FILING VIA SERVICE BUREAU)

5.1 Login into e-Filing system using login id which able to access payment update screen

NOTE :
Lawyer/despatch boy will need to return the paid payment notice slip back to the registration counter for the payment update into e-Filing system.

Upon successful update of the payment status into the system, the said document(s) will be ready to be processed by level 1 and level 2 staffs

Refer to main Screen of Payment Status Update in **Figure 5.1**

Enter the EFS Filing Reference Number and click Search button

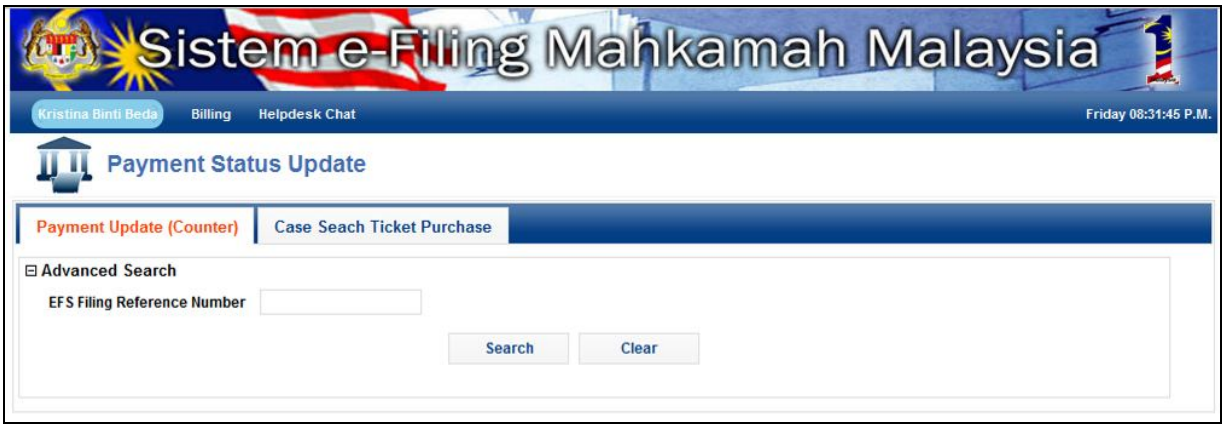


Figure 5.1

All document(s) in belong to the same filing id will appear **(Figure 5.2)**

Figure 5.2

To begin the payment status update on the selected filing id…

- Key in the Payment Timestamp (Date of payment made via payment counter) (refer Figure 5.2 - 1) in **"*Payment Timestamp*"** field and a pop-up calendar will appear (refer Figure 5.3). Select the date and time of the payment.
- Key in the eSKHD transaction number as per stated on the payment slip (refer to Figure 5.2 – 2). Click Done button when ready.
- Point and click on the '***Apply to All***' button to duplication the information to all the item listed.
- Click Update button to begin update the payment information into the system.

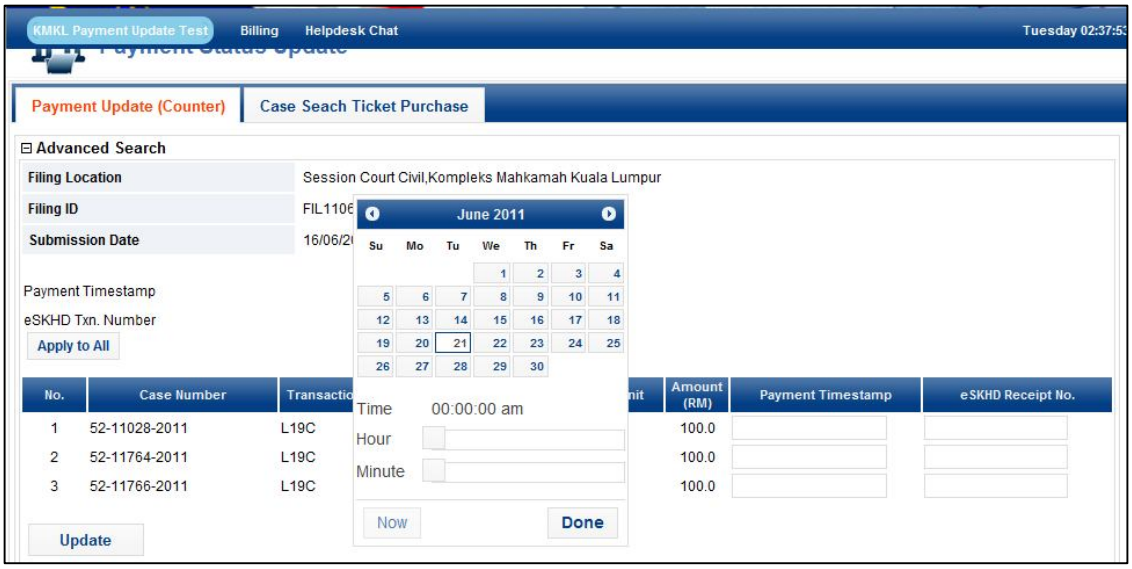

KMKL Payment Update Test
Billing
Helpdesk Chat
Tuesday 02:37:53
Payment Update (Counter)
Case Seach Ticket Purchase
Advanced Search
Filing Location
Session Court Civil,Kompleks Mahkamah Kuala Lumpur
Filing ID
Submission Date
Payment Timestamp
eSKHD Txn. Number
Apply to All
June 2011
Su Mo Tu We Th Fr Sa
Time 00:00:00 am
Hour
Minute
Now
Done
No.
Case Number
Amount (RM)
Payment Timestamp
eSKHD Receipt No.
1 52-11028-2011 L19C 100.0
2 52-11764-2011 L19C 100.0
3 52-11766-2011 L19C 100.0
Update

Figure 5.32

6.0 HOW TO ASSIGN CASE NUMBER FOR THE CASE THAT SUBMITTED BY LAWYER THROUGH ONLINE SUBMISSION

- Login into e-Filing system as level 1 or 2 user,

Figure 6.1

- Incoming cases which doesn't has a case number will have marking of ***XXXX*** for running number and year. Click the case to view the details. **(Figure 6.2)**

Figure 6.2

#	Description
1	Left panel provide the listing of available incoming task awaiting for processing
2	Right panel provide the detail information of the case and other action tools for document processing upon selection of any item in (1)

NOTE :
Listing of incoming tasks in user's *eWorkspace* is depending on the document distribution rules made for the respective court unit.

The system can distribute the case according for case type code or no configuration at all for new case. If there is no configuration done for new cases, all the cases will be visible by all the level 1 staffs. Whoever pick up the task from the list will be 'locked' to his/her user account and not visible to other (refer Figure 6.3)

Upon clicking on the case that does not assign to any user, the following message will appear. **(Figure 6.3)**

- Click Yes to accept the case.
- Click No to cancel

Figure 6.3

NOTE :
If user didn't get the pop-up screen as in Figure 6.3, this means that the case was distributed to the user base on the distribution rules configured into the system.

System will display the details of the case and it related action button upon confirmation / click for document processing.

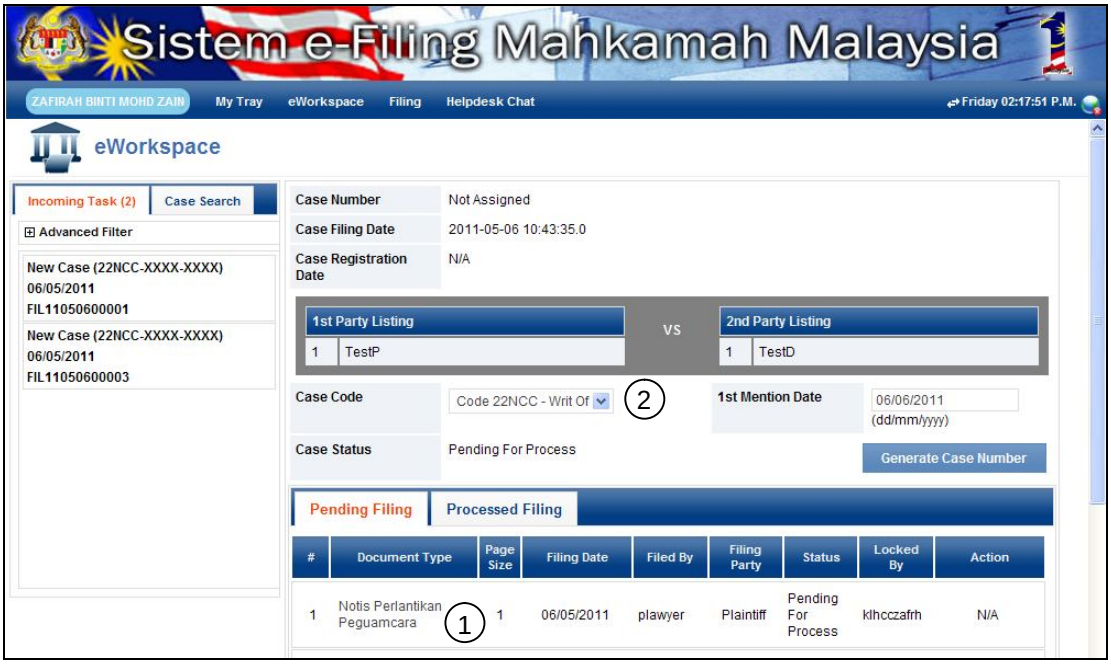


Figure 6.4

- Point and click on the document type name (1) to open the document for viewing. The system will also display the digital signature information of this PDF file by placing your mouse pointer on top of the document type name.

Figure 6.5

- User may need to change the case type code at (2) if they found the case code selected by lawyer is incorrect.
- Select the correct 1st mention date and click Generate Case Number to auto assign a new case number for this case reqistration request refer Figure 6.6

NOTE :
User need to manually calculate and provide the mention date for the new case

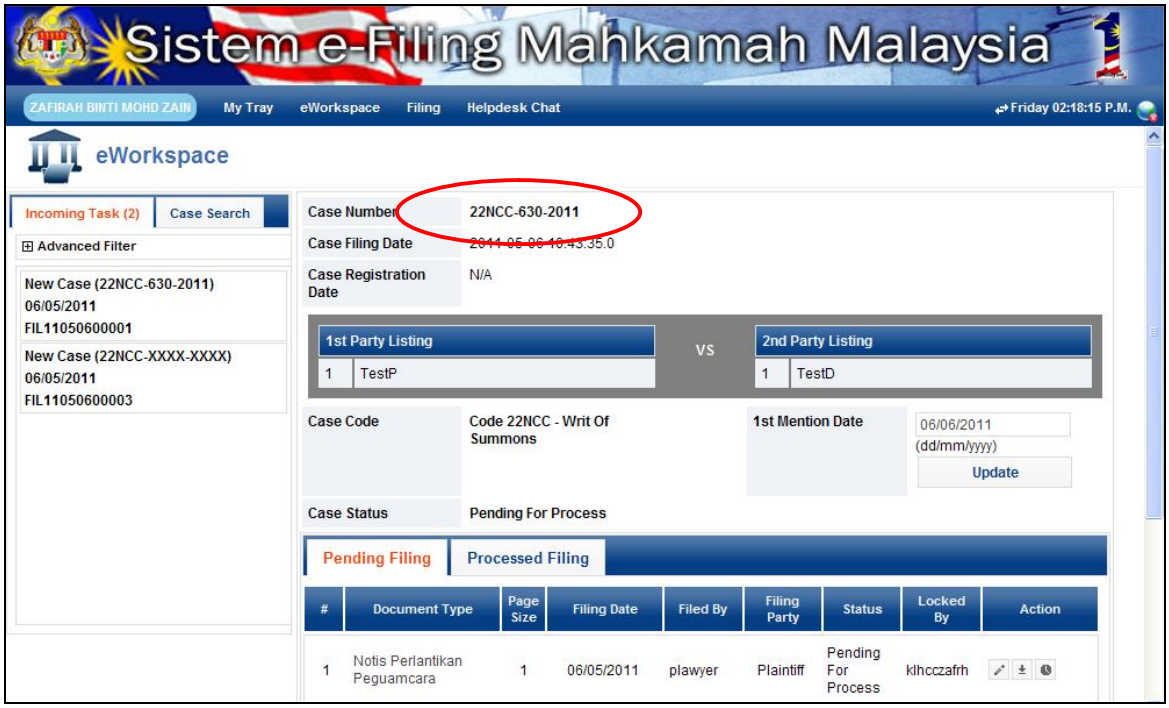


Figure 6.6

7.0 HOW TO PROCESS DOCUMENT

DOCUMENT PROCESSING BY LEVEL 1 or LEVEL 2

- Login into e-Filing system as level 1 or 2 user

Figure 7.1

- At Incoming Task tab, pick and click one of the case listed on the left panel that need to process

Figure 7.2

- The details of the case will show on the right panel, click on to view the document

Action buttons explanation:

edit the document via the document editor applet (refer Figure 7.4)

download the PDF document for viewing

view the case flow

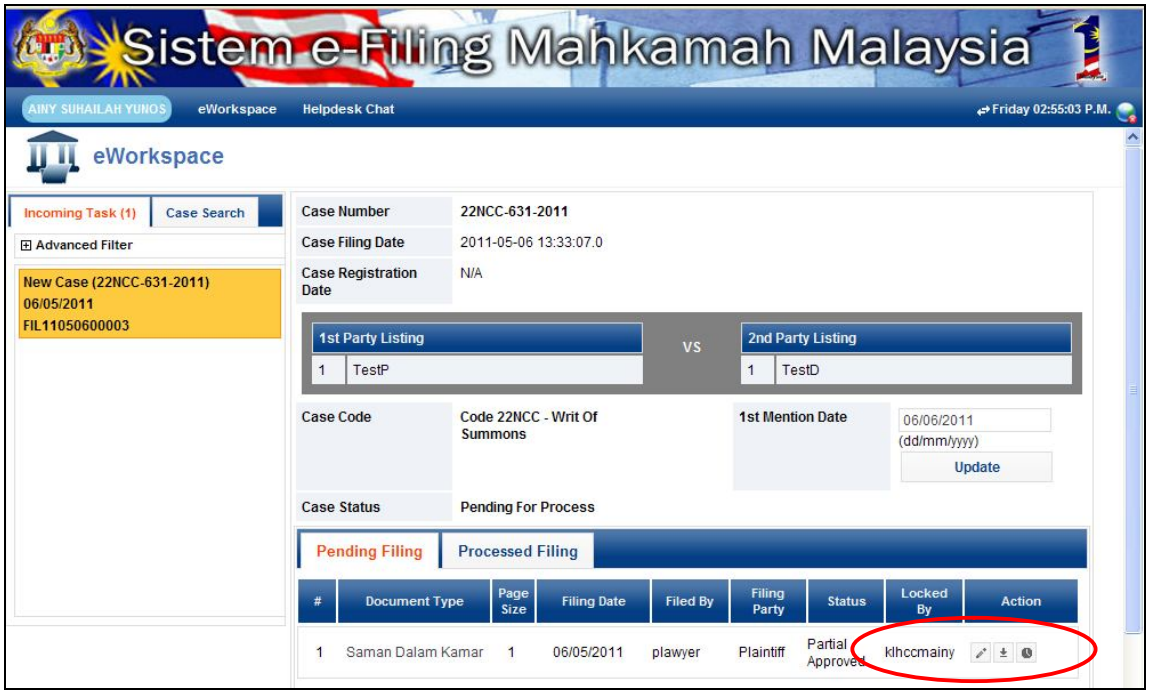


Figure 7.3

- Upon clicking , the following pop-up screen will appear **(Figure 7.4)**

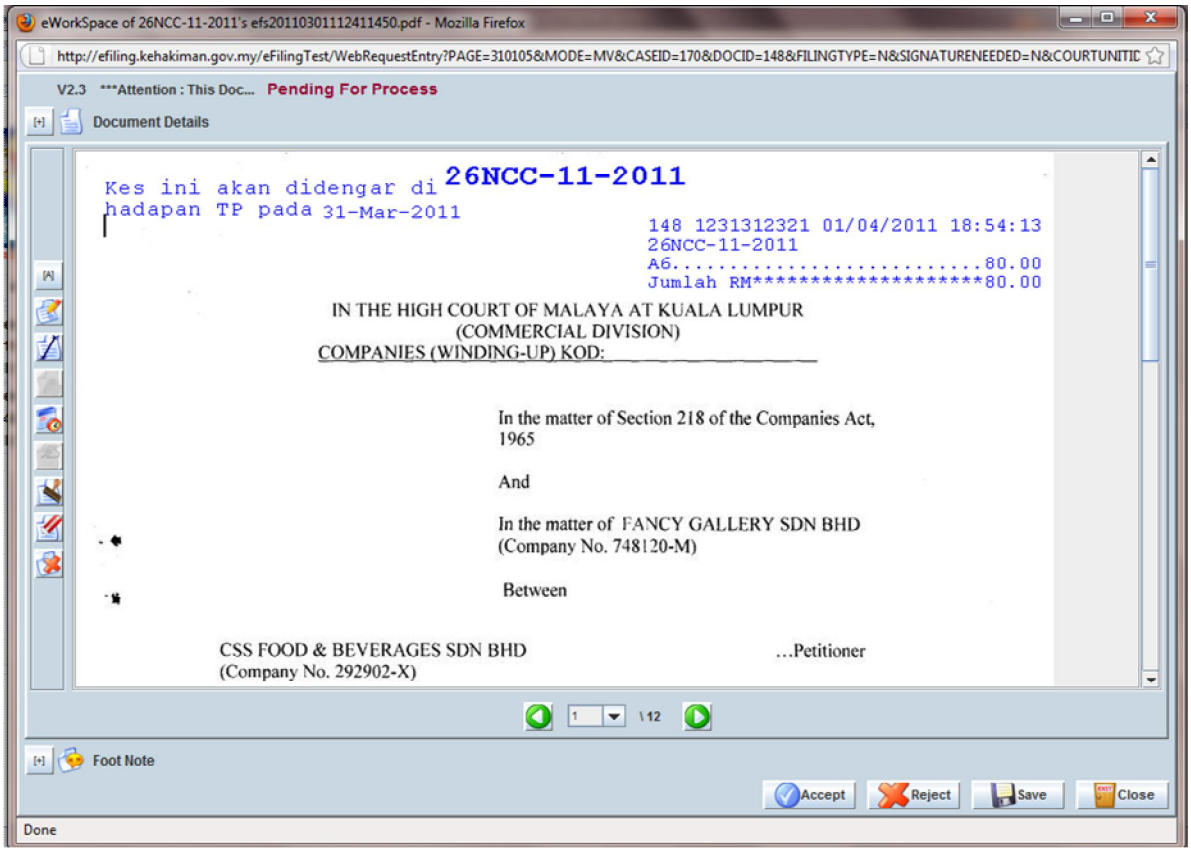


Figure 7.4

Description of Action Buttons
Activate mouse pointer
Colour chooser for text, line and free hand
Free hand writing/drawing tools
Line drawing tools
Text typing tools
Insert time stamp
Insert signature (with or without the seal image)
Insert seal image
Erase all of the marking on PDF file one by one (except typed word)
Erase all marking in PDF File
Add note to the document (not visible to lawyer)
Accept the processed PDF file ready for next level of processing (e.g. to be escalate to level 2)
Reject document
Save changes made by user in the PDF File
Close the edtor

- After finished processing the PDF File, click "**Accept**" to accept the document. Upon accepting document, system will prompt for user's processing authorization password (refer Figure 7.5).

- Provide the password and click OK to proceed. System will prompt confirmation box upon successful of acceptance by the system (refer Figure 7.6)

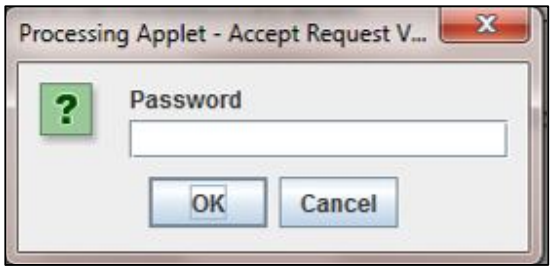


Figure 7.5

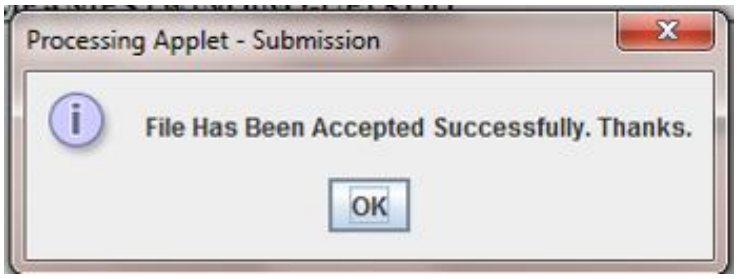


Figure 7.6

NOTE :
e-Filing user's processing authorization password is only available for level 1 user group. Authorization password is another layer of security introduced in the system apart from the login password.

User can change their authorization password at '***My Profile***' > '***Basic Details***'

-

- If the said document required second level approval then click on the Escalate Filing button to escalate the document to the respective second level staff.

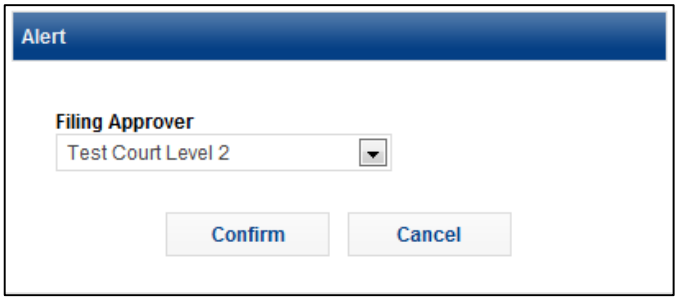


Figure 7.7

NOTE :
The escalation button will not appear for document type doesn't required second level approval.

NOTE :
All document(s) need to be processed by the staff before escalation can be done.

DOCUMENT PROCESSING BY LEVEL 2

- Level 1 staff will escalate the respective case to the selected level 2 officer for processing and required their digital signature or seal on the document.
- Level 2 officer will click on the button to place their signature. First, system will prompt for user action if court seal is required on the signature (refer Figure 7.8). Click 'Yes' if seal image is needed.

Figure 7.8

System will also ask if the filing date need to be attached on the signature as well, Click 'Yes' if the filing date is needed (refer Figure 7.9).

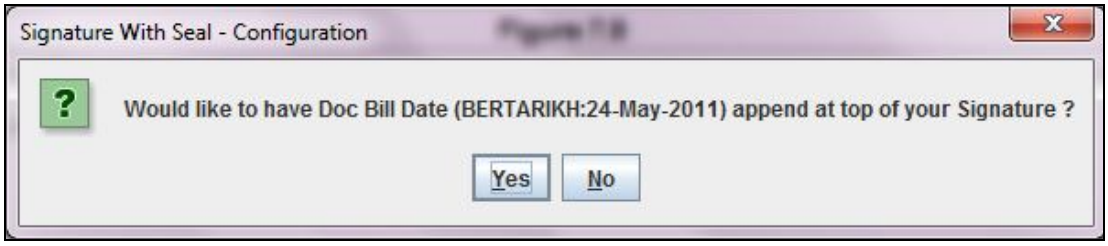


Figure 7.9

Figure 7.10

- Once the document has been amended with necessary markings, user need to click on the

button. System will prompt for user's digital signature as shown in Figure 7.11

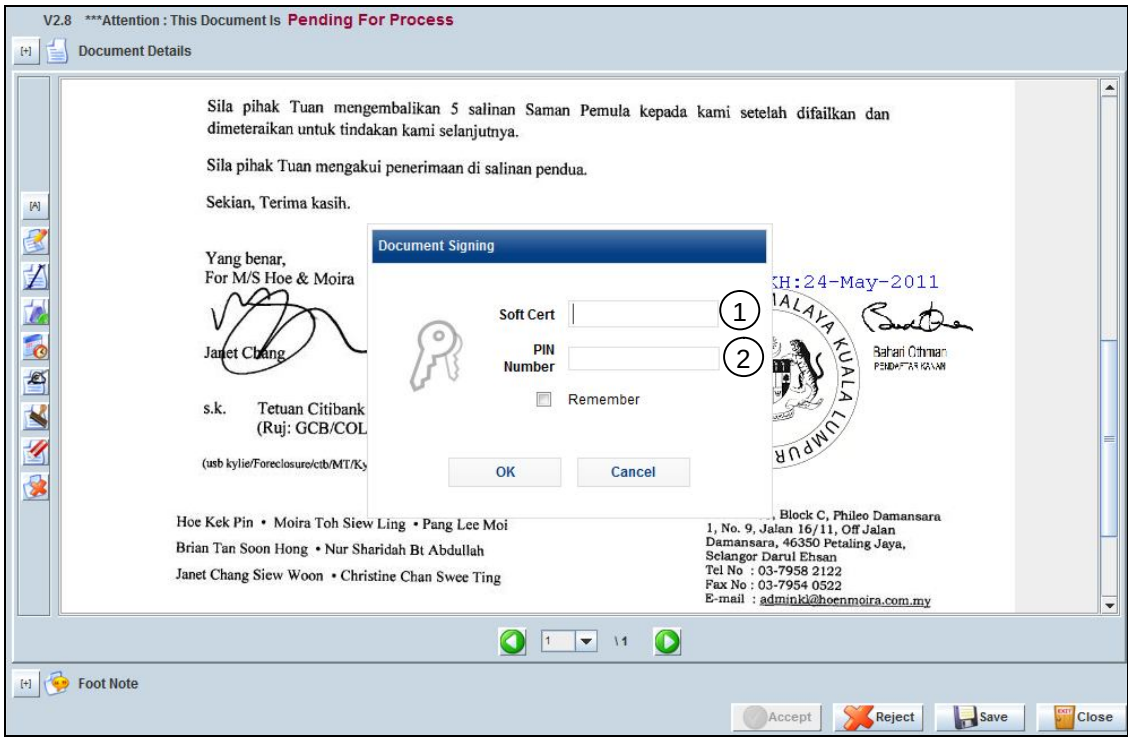


Figure 7.11

Officer need to click on the input box (1) and locate/select the GITN's SoftCert (GovCert) from their PC or PenDrive. Key in the correct PIN in order to access the certificate for digital signature.

- Upon completion of processing all the documents, level 2 officer will need to point and click on the

button to start register the case into eFiling and CMS. System will prompt a scheduling dialog box (as shown in Figure 7.12) to request the hearing time and time for mention. This information is required by the CMS to register the schedule. Click 'OK' button to proceed.

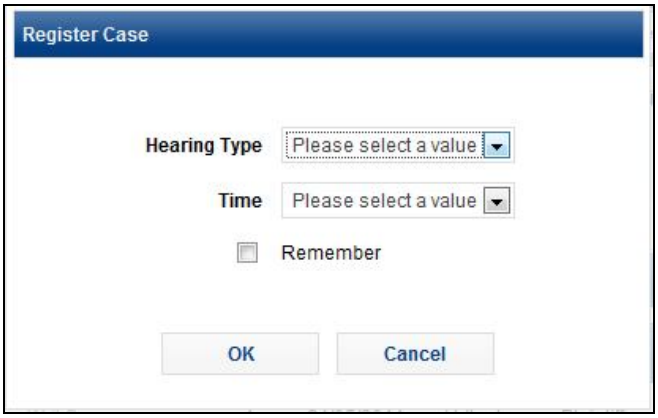
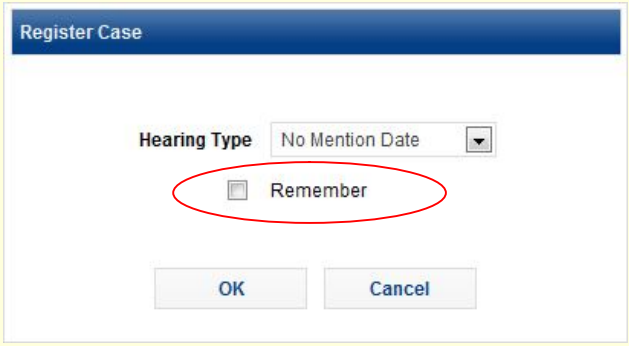


Figure 7.12

NOTE :
User can choose '*No Mention Date*' if the case is registered into CMS without registering the schedule



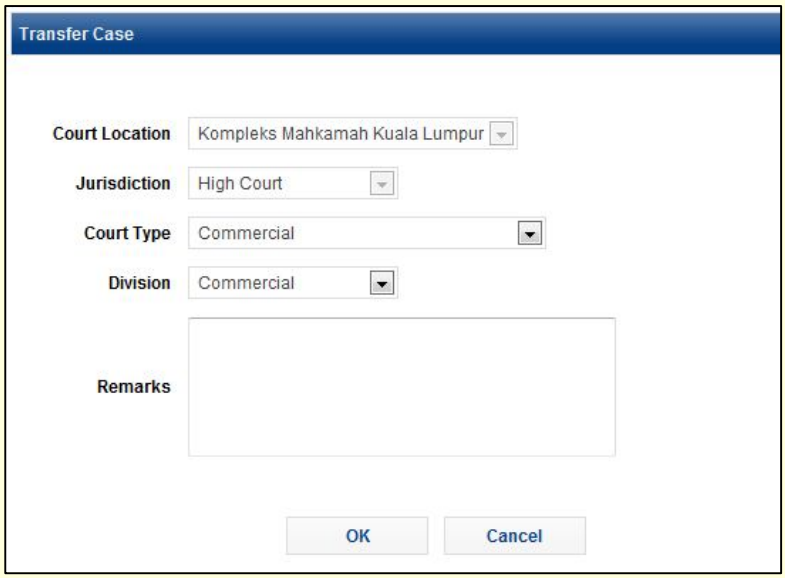
NOTE :
User can use the '*Remember*' feature to allow the previous selection made by the user to automatically repopulate when they revisit back the dialog box. This feature is made available in digital signing and scheduling dialog box.

NOTE :
If Level 2 user notice that any new case escalated to him/her was not assigned with the correct case code by Level 1, Level 2 user can use

button to revert the new to initial stage (back to level 1) and request them to reassign with correct case code. The previous case number will be released back into the system and available for reuse by

other case.

Level 2 will be requested to fill up the following screen prior to initialize the transfer:



Please take note that…

- This feature is only applicable for new cases which haven't registered into e-Filing system.
- Escalation can only be done for court unit which belong to the same jurisdiction and location. Example, from KMKL magistrate to session (both from lower court) or KMKL Commercial to Commercial Bankruptcy (both from high court)
- The previously assigned case number will be recycled/reused for subsequent new case registration.

8.0 HOW TO REVERT APPROVED DOCUMENT (BUT NOT REGISTERED) FOR NEW CASE (DUE TO MISTAKE MADE ON MENTION DATE)

- Login into e-Filing system as level 1 or 2 user
- Retrieve the case from the Incoming Task panel
- Key in the correct mention date into '1st Mention Date' field
- Click on the Update button which located beneath the mention date (refer Figure 8.1).

Figure 8.1

- System will clear all the marking made by users on all the documents and subsequently these document will be ready for court staffs to re-do all the documents.

9.0 HOW TO PERFORM INCOMING TASK FILTERING AND CASE SEARCH

INCOMING TASK FILETERING

- Login into e-Filing as level 1 or level 2 and access the eWorkspace screen
- To apply filtering on the incoming task's listing items, click on '**Advanced Filter**' in order to expand the filtering section (refer Figure 9.1 & 9.2)

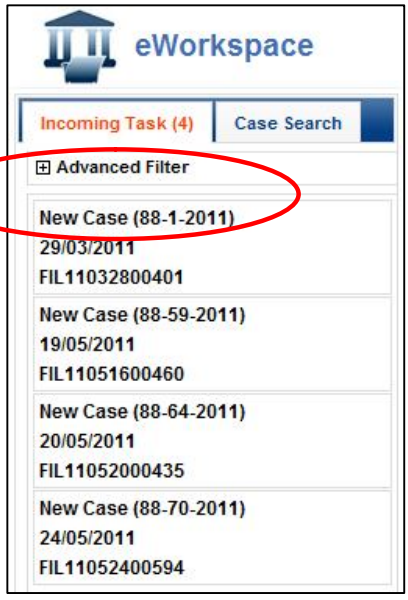


Figure 9.1

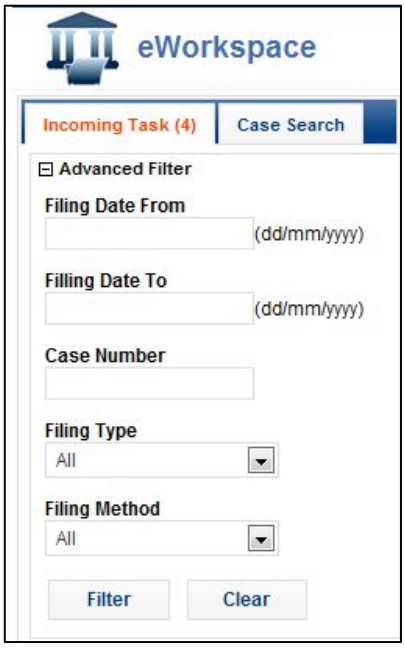


Figure 9.2

- You can apply the filtering with the following criteria
  i. By range of filing Date
  ii. By case Number
  iii. By filing type (new or existing case)
  iv. By filing method (service bureau or online)
- Click Filter button to apply the filtering on the incoming task listing items. System will display the search result under the filtering box as shown Figure 9.1

Figure 9.3

There are three (3) tabs in the right panel (refer to Figure 9.3-1) for each case that user has selected from the left panel (Figure 9.6-2). These tabs allow different information to be grouped separately and allow user easily access these information during the time user processing the document.

Tab	Description
Pending Filing	Provide listing of document that pending for processing
Processed Filing	Provide listing of processed and accepted documents for the respective case
On Hold Filing	Document(s) that pending for *new case registration* is allow to put on-hold in e-Filing while allowing the staff to registered the case into e-Filing and CMS

NOTE :
In normal circumstances, all documents under that pending for case registration ***IS REQUIRED*** to be processed before it can be registered into both e-Filing and CMS system

CASE SEARCH

- Login into e-Filing as level 1 or level 2 and access the *eWorkspace* screen
- Click on '**Case Search**' tab (refer Figure 9.4 & Figure 9.5)

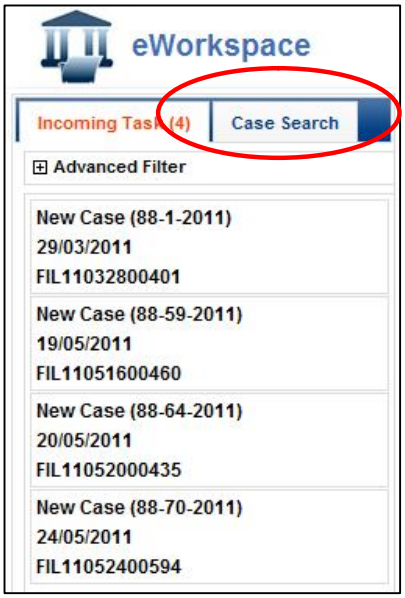


Figure 9.4

Figure 9.5

- User can search any cases belong to his court unit (base on his/her login ID account) base on (i) Case Number (ii)Case Filing Date
- Click on Search button to start retrieve the record from the system based on the criteria provided
- System will display the search result under the filtering box as shown Figure 9.6 – 2. Total number of searched items that meet the filtering criteria will be display beside the '***Case Search***' (refer Figure 9.6 – 1)

Figure 9.6

There are three (3) tabs in the right panel (refer to Figure 9.6-3) for each case that user has selected from the left panel (Figure 9.6-2). These tabs allow different information to be grouped separately and allow user easily access these information.

Tab	Description
Pending Filing	Provide listing of document that pending for processing
Processed Filing	Provide listing of processed and accepted documents for the respective case
Rejected Filing	Provide listing of rejected documents and reason for rejection

10.0 HOW TO REJECT A DOCUMENT OR A NEW CASE

- Login into e-Filing as Level or Level 2 user and select the case that need to process from *Incoming Task* panel. Details about the case will be display on the right panel, click on icon to view the document. **(Figure 10.1)**
  - edit the document via the document editor applet
  - download the PDF document
  - view the case processing flow history

Figure 10.1

- Upon clicking icon the following screen will appear **(Figure 10.2)**

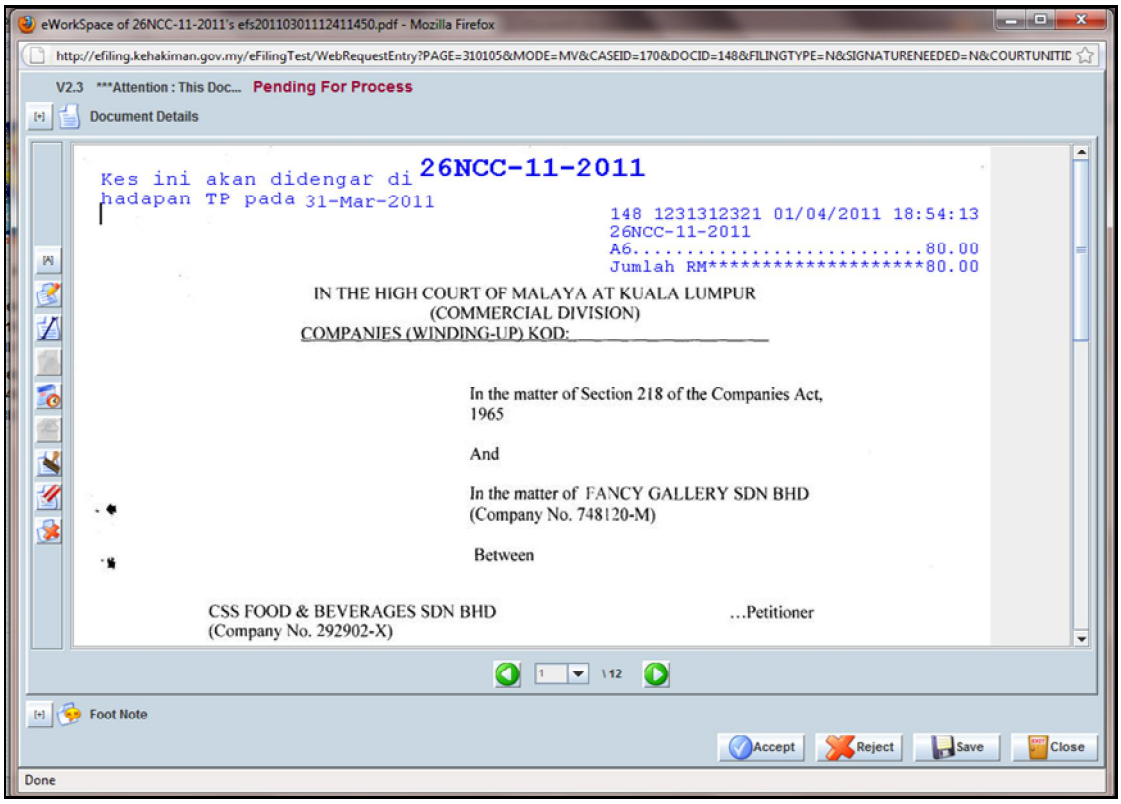


Figure 10.2

- If second level is required to approve this document (need second level to approve for the rejection); the Level 1 staff can provide his/her reason why this document is advised for rejection in the [+] Foot Note section. User need to click on the [+] button to expand/disclose the text box in order to allow him/her to place their remarks

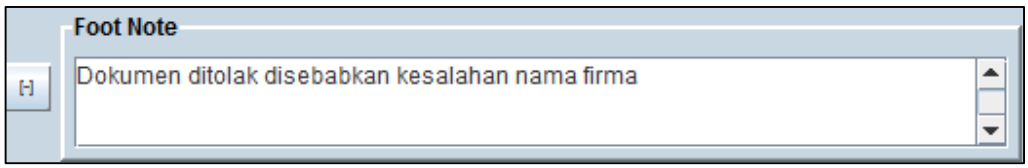
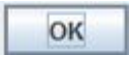


Figure 10.3

- Upon clicking on

button, the following screen will appear to request for Level 1 authorization password **(Figure 10.4)**. Click 

button to proceed.

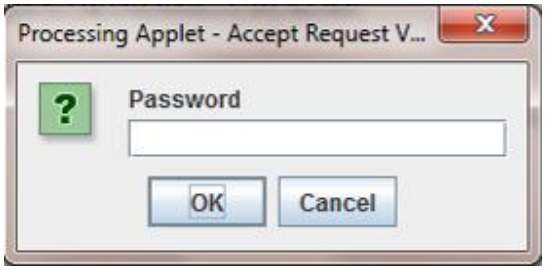


Figure 10.4

- Level 1 user will need to escalate this document to Level 2 user for his/her authorization of this request for rejection.

LEVEL 2 AUTHORIZATION FOR REJECTION

- When Level 2 receive the rejected document from Level 1, level 2 will notice that the document was partially rejected (circle in red as per Figure 10.6)

Figure 10.5

- Open the document to process by point and click on the icon. Level 2 staff is required to read the content in the Footnote before reject the said document. Click on

button when ready. System will prompt a dialog box as shown in Figure 10.4 to request for staff authorization password. Click '***OK***' once ready
- Upon successful authentication using the Level 2 staff authorization password, system will display an electronic form named '***Penolakan Dokumen***' to request for user's reason of rejection **(Figure 10.6)**. User need to select/tick the reason of

rejection as per listed in the form (refer Figure 10.6 -1) or write their remark in the text box (refer Figure 10.6 -2)

- Click on Submit to save the form into the system

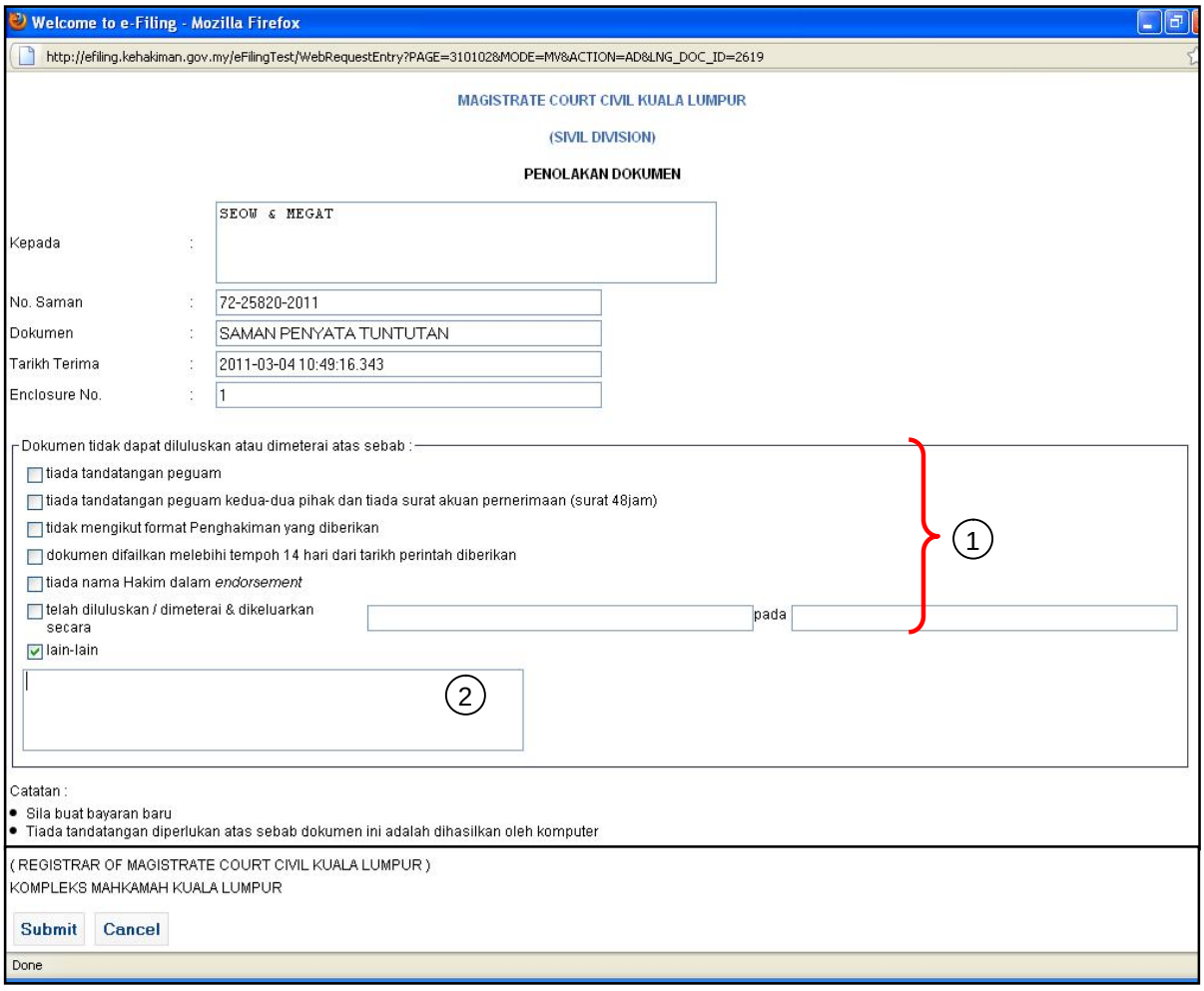


Figure 10.6

- System will prompt for confimation as per shown in Figure 10.7. Click '**Yes**' to proceed.

Figure 10.7

Figure 10.8

- If user just need to reject certain documents, the above steps will be sufficient.

  However, for rejection on new case filing, user will need to click on the Reject Filing button.

Figure 10.9

NOTE :
The '***Penolakan Dokumen***' form will only available for Level 2 (or the last level who process the document)

11.0 HOW TO PERFORM INTERNAL FILING

INTRODUCTION

Internal filing in e-Filing is a feature that allow the user to file certain documents for a respective case in the system internally, such as correspondents. Internal filing will not require filing fee.

NOTE :
Internal filing is available for both Level 1 and Level 2 staffs. Type of document is limited base on the configuration made by the administrator

- Login into e-Filing portal as level 2 staff and point and click on '***Case Search***' tab (refer Figure 11.1 -1)

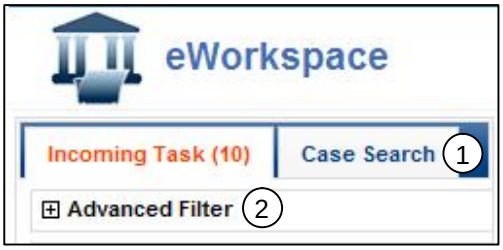


Figure 11.1

- Expand the '***Advanced Filter***' and search for the case that required for internal filing

Figure 11.2

- Click on the selected case from search result list at the left panel and click '***Add Document***' button to start file internally (refer Figure 11.3)

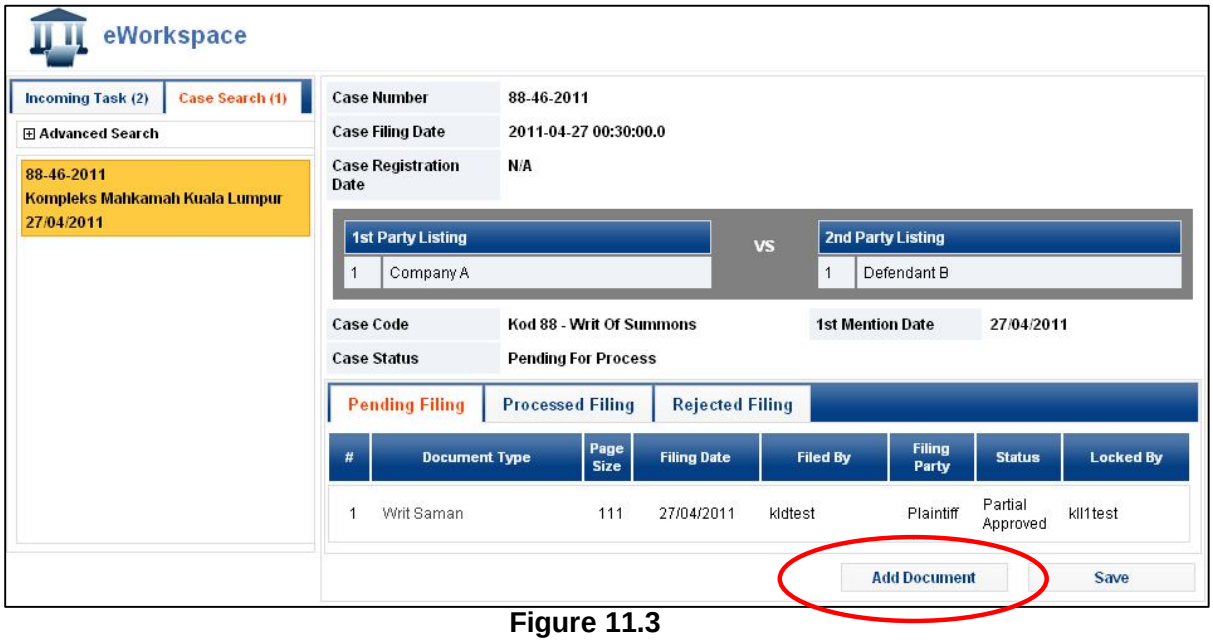


Figure 11.3

- The following screen will appear

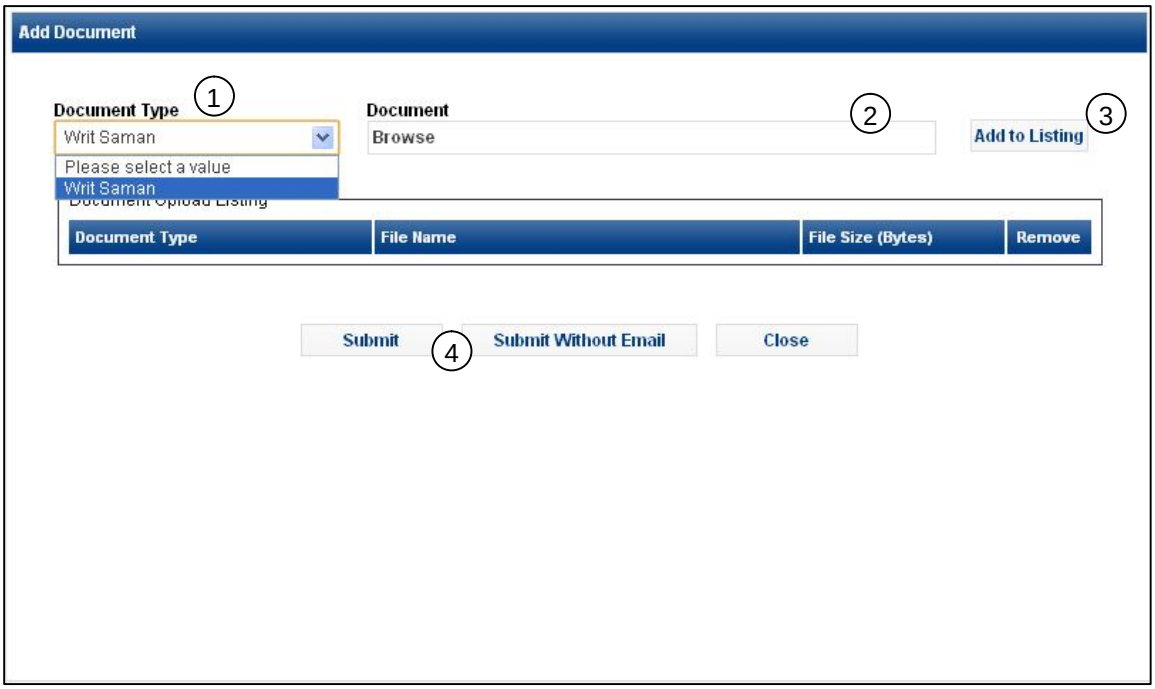


Figure 11.4

- Select the document from the listing in '***Document Type'*** (Figure 11.4-1) and select your PDF document by click on the '***Document***' (refer 11.4-2 and 11.5)

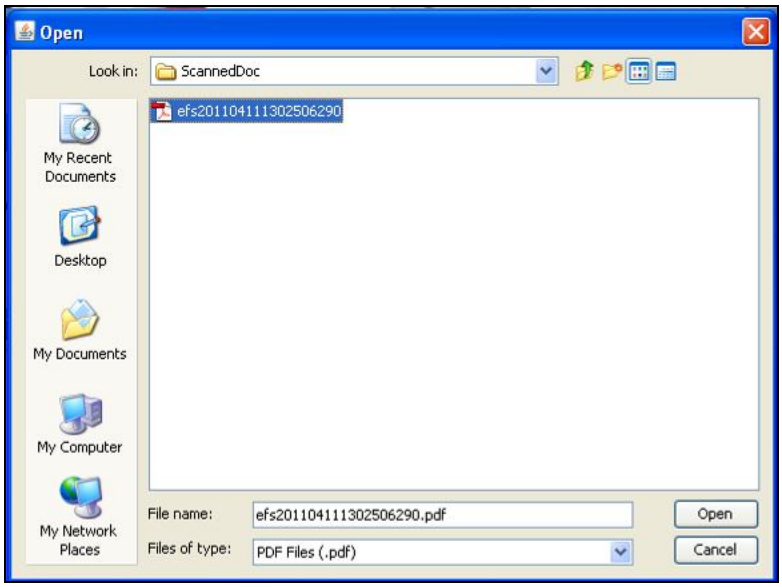


Figure 11.5

- Click on '***Add Listing***' confirm the document for internal filing. Repeat the steps above for additional document.
- User may click on '***Submit***' or '***Submit without Email***' button. If user click on '***Submit***' button, user will get the following screen:

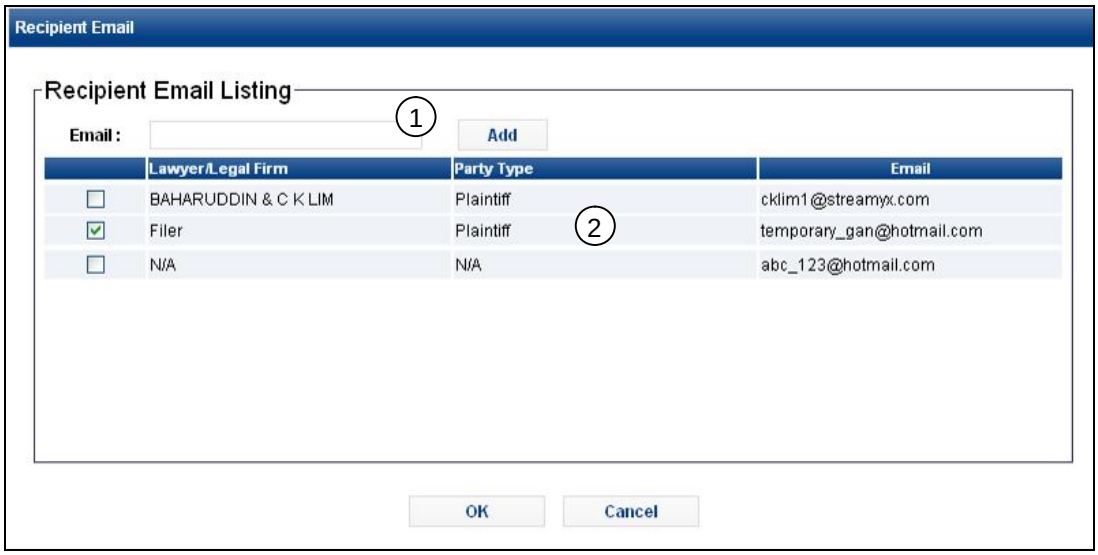


Figure 11.6

- Type in a valid email address of the recipient and click Add to add a recipient's email address into the listing (refer Figure 11.6-2)
- Tick on the check box in the listing
- Click on OK button to proceed
- Place your email subject and content in the dialog as per display in Figure 11.7. Click '***Send***' to start send the email out to the respective recipient(s)

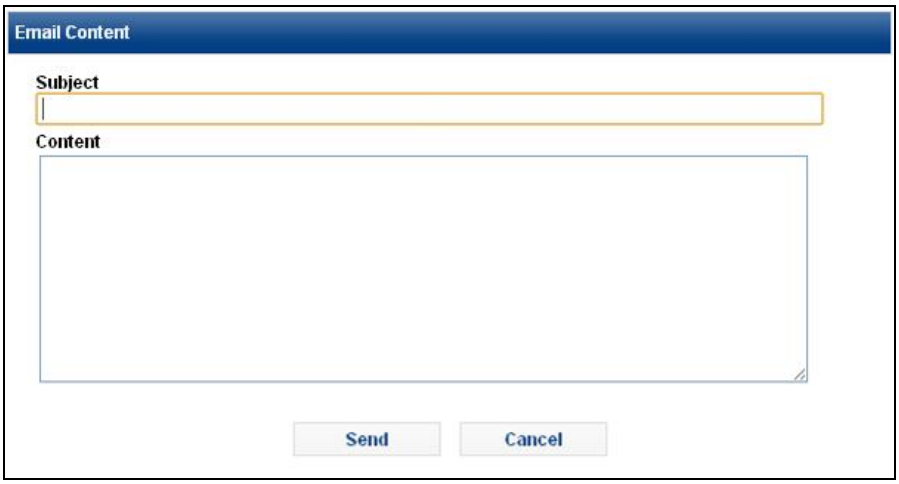


Figure 11.7

- The following screen will appear once email was successfully sent. Click OK to end the internal filing.

Figure 11.8

	NOTE: If the drop down list does not have needed document type, please request your *Division Administrator* to add new the document for case code.

	NOTE: Ensure PDF file is in small size (< 3 Mb) which is adequate to be sent via e-mail. Some email servers have file size limitation in accepting the email with attachment.

12.0 HOW TO TRANSFER EXISTING CASE TO ANOTHER COURT

INTRODUCTION

There are two (2) type of case transfer available in e-Filing system:

#	Type of Case Transfer	Description
1	New case transfer	To transfer the incoming new case registration to another court which belong to the same jurisdiction (e.g. Magistrate to Session court – lower court to lower court). This type of transfer is use for replacing the previously assigned case number to another case number such as incident happen when assign the wrong case code Refer section 7 for more details
2	Existing case transfer	To transfer all the document in the respective existing case to different court which belong to a different jurisdiction and location (e.g. From session court KMKL to High Court Shah Alam)

NOTE:
Transferring of existing via e-Filing system is only applicable if the targeted court has implemented with e-Filing system

NOTE:
Usually request on transferring of a case required judge's order to be released before the case transferring can be made. Thus, e-Filing user is required to ensure such document has been filed before transfer of case is committed.

NOTE:
Case transfer feature is only available for Level 2 user only!

- Login to e-Filing as Level 2 user
- Switch the left panel to '***Case Search***' and search for the required case number
- When a case was selected from the left panel, user will need to point and click on the '***Transfer Case***' button as per shown in Figure 12.1

Figure 12.1

- A pop-up dialog box will appear as shown in Figure 12.2. User will need to select the destined court for this case to be transferred to. Choose the (i) Court location (ii) Jurisdiction (iii) Court type and (iv) Division
- Type your remark on the text box as shown in Figure 12.2 – 2 and finally click on '***OK***' button once ready.
- System will prompt for confirmation (Figure 12.3) , click '***YES***' to confirm or '***No***' to cancel.
- Finally, system will notify the user that his/her request has been successfully submitted (refer Figure 12.4)

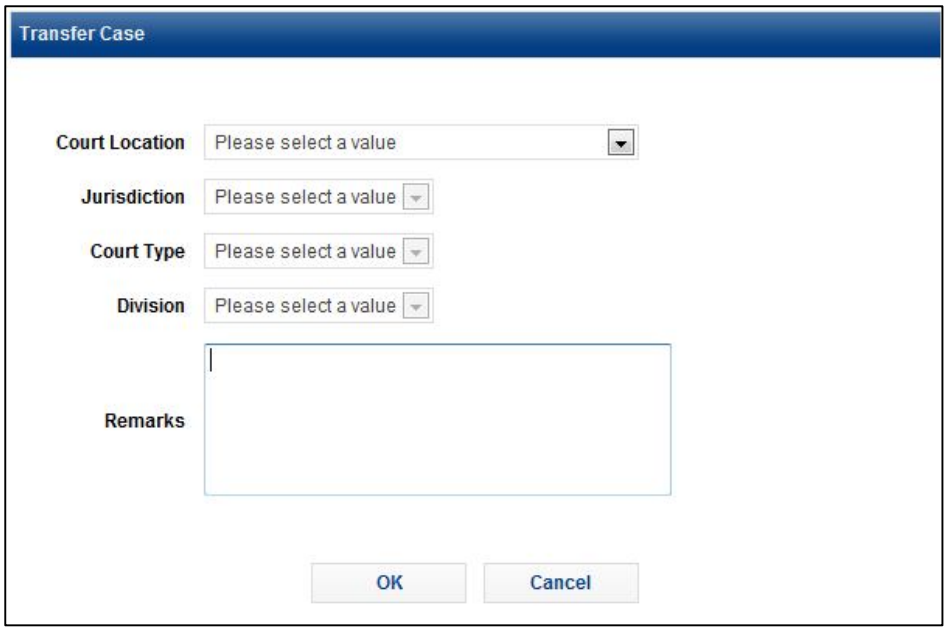


Figure 12.2

Figure 12.3

Figure 12.4

NOTE:

System will block a case from transferring if the system there is any pending document which yet to be processed. Ensure there is no document in the '***Pending Filing***' .

13.0 HOW TO CHANGE ENCLOSURE NUMBER

INTRODUCTION

Enclosure number was assign automatically by the e-Filing system upon the filing of document. Both Level 1 and 2 users are allowed to adjust the enclosure number.

- Login into e-Filing as Level 1 or Level 2
- In eWorkspace, switch the left panel to '***Case Search***' and search for the required existing case number
- Click on the case number and the case detail will be displayed at the right panel
- Select the '***Processed Filing***' tab. All the processed document will be listed.

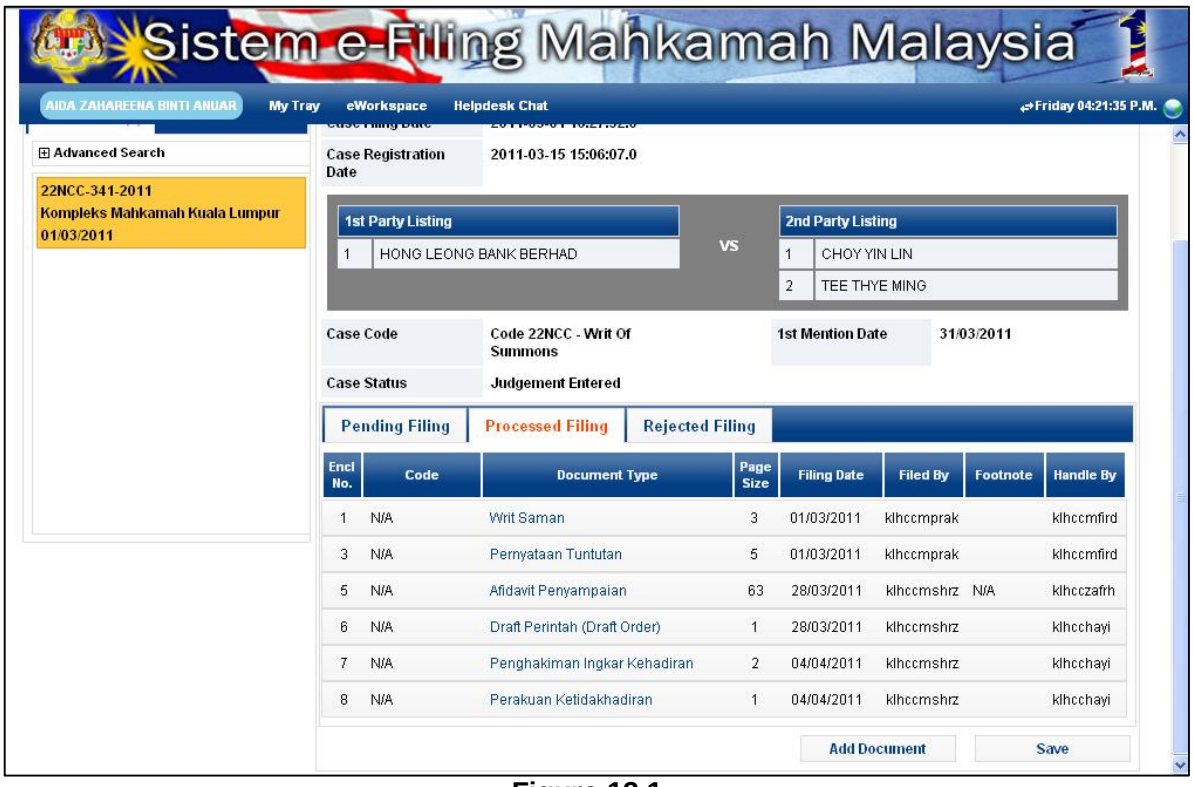


Figure 13.1

- Click and hold the enclosure number of the document and drag it up or down to change the sequence of the document. Refer to Figure 13.2.

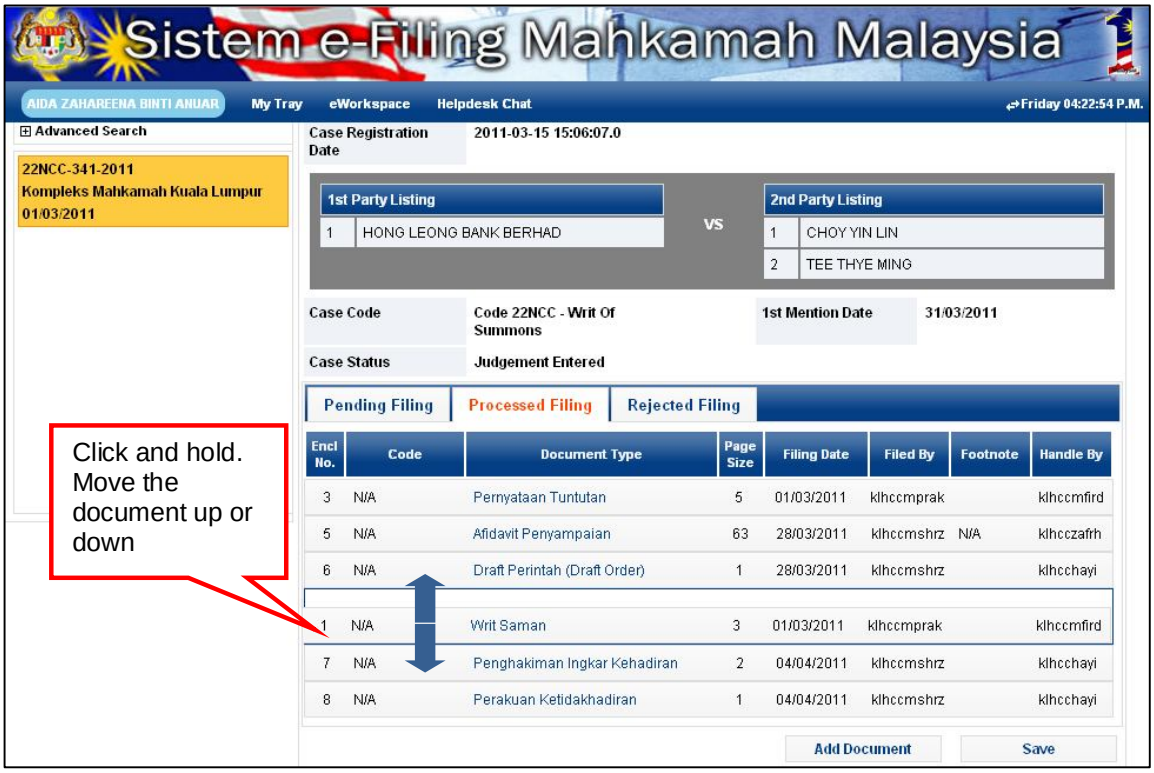


Figure 13.2

- Click Save to save the change made to the system. The enclosure number will be rearrange after the changes made to the system.

Figure 13.3

14.0 HOW TO PUT ON-HOLD OF A NEW CASE REGISTRATION BUT ALLOW THE CASE TO BE REGISTERED INTO CMS

INTRODUCTION

When there is a situation where user needs to register the case into CMS in order for scheduling purposes without process all the document in e-Filing first; user can instruct e-Filing to temporary halt/skip the processing of the document.

- Login into e-Filing system as Level 2
- Search or click any of the new case in the Incoming Task list
- Under the '***Pending Filing***' tab, click on the ⏸ button

Figure 14.1

- The selected document that put on-hold by the user will disappear from '***Pending Filing'*** and move into '***On Hold Filing***' tab (refer Figure 14.2)

Figure 14.2

- Repeat the steps above for other documents. After this, user can press on the '***Register Case***' to register into the system while documents were put on-hold.

15.0 HOW TO ESCALATE NOTICE OF APPEAL TO HIGHER COURT

Upon filing of notice of appeal on the existing case, court user can escalate the notice of appeal to higher court (RKKK, Court of Appeal, Federal Court) for filing for new appeal case.

	NOTE: Application administrator will need to ensure that the document properties for Notice of Appeal were properly configured with 'Appeal' flag turn on.

Once court officer click on the 'Accept' button in eWorkspace, the following screen below will be displayed which will request user to provide the destination of court to file the appeal case.

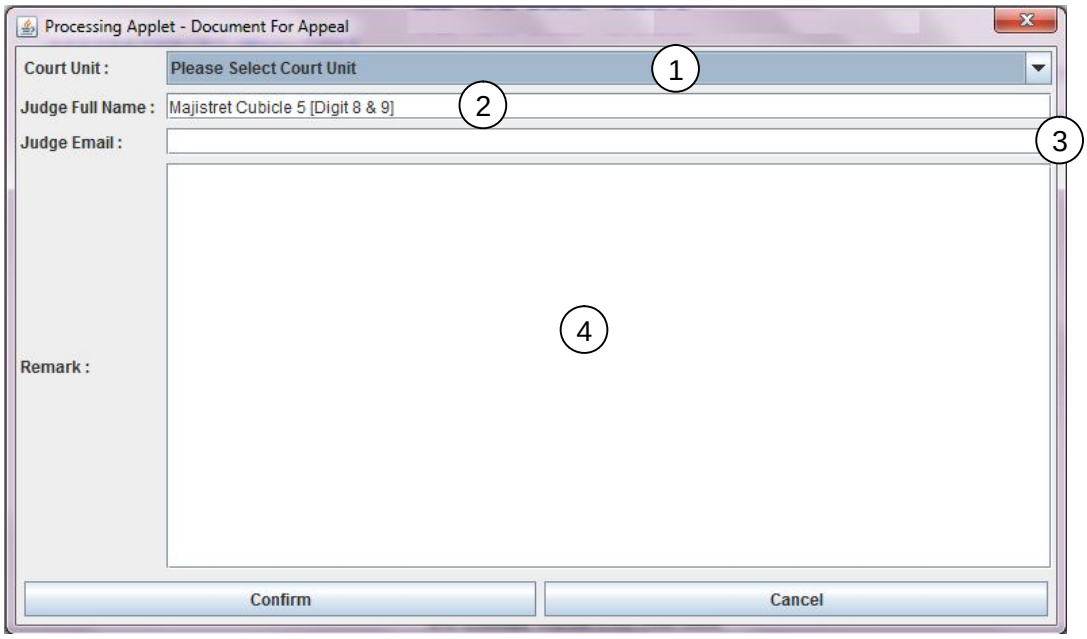


Figure 15.1

#	Description
1	Select court to escalate to for filing of appeal case
2	Name of judge who handle this case (retrieve from CMS)
3	Email address of the judge who handle this case
4	Content of the email

Court user will need to click on the 'Confirm' button to continue for next action. System will automatically escalate the notice of appeal to the respective court and email to judge and lawyer will be delivered upon successful registration of appeal case.

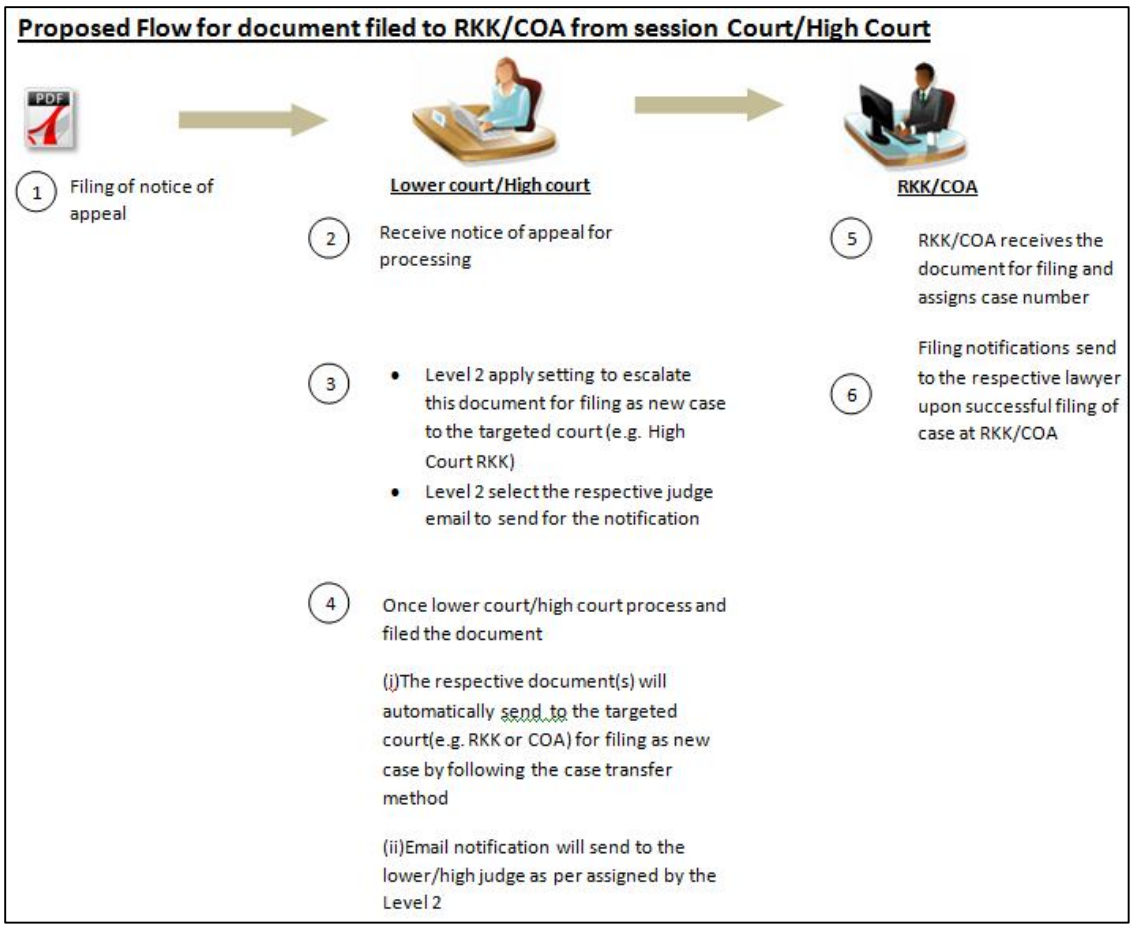


Figure 22.2